DURANGO

SBA accounts payable

USER GUIDE

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A	1.1	147	5/22/79	Production Release
B	1.3	110	9/28/79	Updates procedures for Release 1 Version 3 (including Auxiliary Disk Drive)

A C C O U N T S P A Y A B L E

U S E R G U I D E

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FOREWORD

The Durango Small Business Application (SBA) family of application packages provides comprehensive functions designed to satisfy the needs of typical small businesses. These packages are provided on a turnkey basis and require only that your specific data be installed. Especially easy to use, the various business functions are selected from a menu displayed on the video screen. Once a function is selected the screen then prompts the operator through the data entry, posting and report selection phases.

This manual is designed to provide you with a detailed guide in the installation and day-to-day operation of this SBA package. The only additional documentation you will need is the F-85 Operator's Manual.

A general overview is provided in the Introduction to help familiarize you with this package's capabilities and features. The General Data Entry Rules provide a brief tutorial on the more general aspects of operating the system while the Operator Instructions detail the specific installation and operation procedures. A glossary of terms used throughout this guide is furnished at the back of the Operator Instructions.

Samples of the printed forms required by this package are provided in the Appendix.

The Accounts Payable software package is easy and convenient to use in your Accounting Department either by itself, or with the other Small Business System packages available from Durango: Accounts Receivable, Payroll, Invoicing (with inventory control and sales analysis), and General Ledger. Accounts Payable generates all necessary accounting data for processing checks, updating the general ledger, maintaining and updating vendor records, accumulating jobbing information, and providing breakdowns where there is more than one profit center. The procedure which the operator follows to enter data on diskette is very much like that for entering records daily into ledgers by hand, but with practice, tends to be much faster. Reports are totaled automatically and accurately with clean printed copy provided by your Durango F-85. The capabilities of the Accounts Payable programs include:

1. Dispersions to general ledger accounts: Allows for subsidiaries and profit centers. These general ledger accounts are continually referred to by the program and verified when new payables are entered, to ensure accuracy and reduce operator error.

2. Vendor files: Maintains all necessary vendor information including name, address, terms and discount information, and vendor activity.

3. New Accounts Payable entry: Handles multiple A/P accounts and profit centers; automatically assigns voucher number; contains due dates and terms information; allows entry of invoices, credit memos, debit memos, adjustments to distribution, and voided checks (for audit trail); provides for cash payments, pre-payment and partial payments; enables manual distribution by general ledger account, profit center and job; and generates voucher register.

4. Check preparation information: Allows individual selection of vouchers to be paid or generalized selection based upon three classes of vouchers: past due, current and optional; provides the option of full or partial payments; enables selection of vouchers to be temporarily or permanently deferred; and reports cash required to pay selected vouchers.

5. Check printing: Automatically prints checks for all selected vouchers within designated vendors. Allows for multiple cash and discount accounts. Generates complete check register for both computer written and prepaid checks.

6. Check reconciliation: As checks are paid by the bank, these can be marked paid in the computer records and reconciled with the bank statement.

7. Generates reports for accounting and internal use:

   * General Ledger Distribution Report: Contains the exact entries needed for the general ledger for a specified period. This report may be generated at any time. Report may be detailed or in summary. When printed in detail, all information is broken down by voucher.

   * Accounts Payable Period Summary: Summary of all activity in the general ledger accounts for a specified period. Shows new payables entered, checks written, and discounts and Accounts Payable paid. May be used for verification with voucher and check registers and balance sheet.

   * Cash Requirements Reports: Produces data of cash needs as of any date. Reports discounts available and lost, ages vouchers and gives total cash needs. Valuable cash flow planning tools.

   * Accounts Payable Aged Trial Balance: Reports all outstanding items by vendor. Available in summary or detail to conform to management needs.

   * Distribution Report by Job: Lists expenses designated to each project or job. Valuable for cost control and tracking of projects.

   * Vendor Analysis: Reports all current year activity for all or selected vendors with prior year comparatives.

   * Alphabetic Vendor List: Reference for vendor name and address, terms, and type of vendor.

The Accounts Payable programs may also be used to pay for capital assets, prepaid expenses, taxes, accruals, lease and fixed payments, and bank charges. See Appendix I for instructions in entering these specialized payables.

Suggestions for Converting Your Accounts Payable to the SBA Software

When you implement the Durango Accounts Payable software package, you need the following items:

1. Accounts Payable Runtime Diskette (containing programs for operating the F-85 and the Accounts Payable programs)

2. Accounts Payable Data Diskette(s) (ready to contain the accounting data for your company)

You also need diskettes with which to make copies of (back up) your data diskettes. It is highly recommended that you copy your company's data diskettes daily and keep the copy in a safe storage place.

The first steps in preparing your company's records for computer are:

Initialize Accounts Payable (these are a set of procedures for putting your company's name on diskette, and specifying which options you want to use)

Build the Accounts Payable Distribution Account File

Build the Vendor File

Build the Jobs File

Enter all Current Open Items in Accounts Payable

These steps should be done in the order given above. Each one is a separate program, listed on the Master Menu (see section on Master Menu in this manual), and the programs will guide you with comments ("prompts") through the procedures.

Before you are ready to generate checks with the Accounts Payable programs, you must have checks designed to be run through a computer. It is advisable to order these at least 8 weeks prior to implementation.

Building the Payable Open Item Files

After performing Initializing procedures for Accounts Payable, four files must be built (Accounts Payable Distribution Accounts, Vendor File, Job File, and the file for all open items in Accounts Payable).

It is recommended that you set up all transactions that are currently outstanding for each vendor, as of a particular conversion cut-off date. Until the conversion date, checks are produced in your usual way. This plan has several advantages:

- Proper Accounts Payable figures are entered.
- Personnel may use this time to become familiar with the data input function.
- The system may be checked for proper operation.
- The rest of the programs are simpler to use when all the data is entered.

Procedure

a) Choose a conversion cut-off date. The conversion date is the last day which will be included in the initial payable open item file. For example, if you choose a conversion date of 3/31, all open items dated 3/31 or earlier are entered. New items dated 4/1 or later are not entered until the entire file is built and checked. Open items dated up to 3/31 will be paid in your usual way; items dated 4/1 or later will be paid through the A/P programs. Careful records of new A/P activity (4/1 or later) should be kept, so this data can be entered on diskette later.

b) Once the conversion date is determined, information must be gathered for all open items as of the conversion date.

Data for all open items usually comes from two sources;

- Your file of open items for each vendor; or
- An open item statement from the vendor.

Using your open items is advisable as these records are consistent in format and easier to code. Also, you may not be able to obtain a vendor statement as of the conversion date.

c) Assign numbers to all vendors (6 digits). While the checks and printed reports give the vendor names, most of the programs ask only for vendor numbers. The computer operator will keep a list of vendors by name and number nearby, when using the programs.

d) It is recommended that a load sheet be prepared for each item entered in the Accounts Payable Open file. This will take some time to complete but will be very helpful to operators and substantially reduce data input time.

e) Each open item will be a new voucher, when it is entered on diskette. The "New A/P Transaction Entry" program automatically assigns a voucher number to each completed new entry. During initializing, the voucher number may be set to the number from which you wish to start.

Distribution - Suspense Account vs. General Ledger Accounts

When entering new vouchers initially, distribution for each voucher must be made. There is a choice of methods:

a) Proper distribution may be made for each voucher as it is normally done; or

b) All distribution may be entered to a suspense account.

Proper distribution for each voucher is time consuming at first. However, this will allow the operators to become familiar with this part of the input process. Also, distribution reports may be obtained and verified.

Using a suspense account cuts input time, in the beginning, but later these figures must be broken out and distributed to the general ledger. In this procedure, all distributions are made to the suspense account. (The suspense account must exist in the Distribution Account file. The program for entering account numbers is #1 on the Master Menu.) When using the suspense account method, the Distribution Report cannot be verified.

Once all data is input and posted, obtain print outs from all programs. Verify the data in the system against your previous system. Be certain all data is correct. Once everything is completely verified, purge the distribution file (through the General Ledger distribution report, Master Menu Item #9).

When the Conversion Date Has Passed...

At this point, only the vendor files, job numbers, Distribution accounts and the Current Open Items are in the A/P system. While this was being built, payments were probably made against some of these items. These must be recorded. When a payment is made to an item dated on or before the conversion date, it should be recorded through the adjustment program. (This is #6 on the Master Menu; A/P Open Adjustment.) Change the invoice status to manually paid. This will keep the A/P trial balance correct. This should be done only for payments made before the conversion date and should not be entered until the Payable Open Item file is completely set up.

You can see the importance of retaining your previous A/P system while converting. New A/P activity does not cease while you are setting up the new A/P system and your firm must continue a working A/P system during this conversion period.

Entry of new payables (those dated after the conversion date) may now be done. Careful records of all new A/P activity should be kept, until they can be entered on diskette.

Continue to enter new payables until the A/P system is current with the old system. At this time it is advisable to completely verify the figures of both systems from the conversion date through the date both systems are current. Closely check distribution, new vouchers and payments to verify that both systems contain the same data. Also, determine that the system contains the proper A/P structure you desire. Make changes to the control file and other files if it is warranted.

c) When you are satisfied:

- The system is functioning properly;
- Personnel have a good understanding of the system; and
- All data in the system is correct;

the previous A/P system may be totally phased out and full use of the SBA Accounts Payable system begun.

COMMAND KEYS

1. **"RETURN" Key** - When the screen is requesting information, and you type an answer, check it as it appears on the screen. If it's okay, press the key labeled "RETURN". The computer will immediately record your answer and ask the next question. "RETURN" is what tells the program to go.

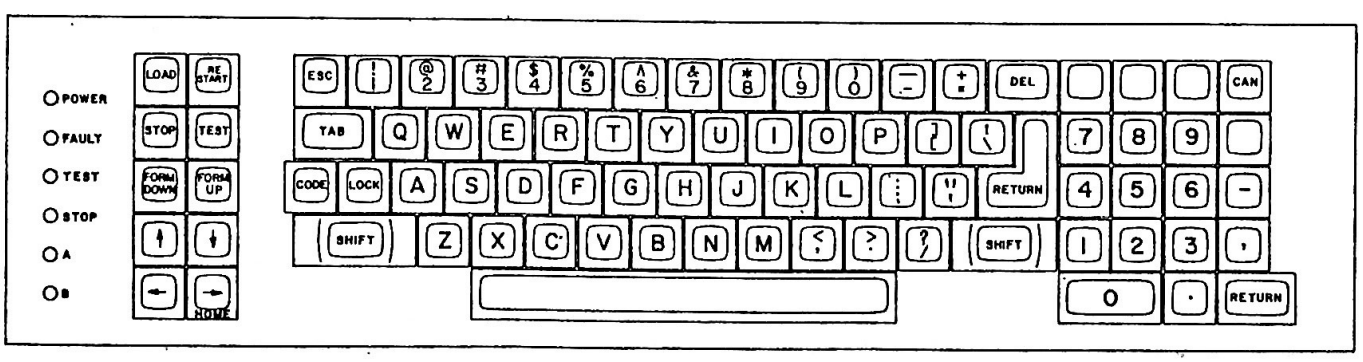
2. **"DELETE" Key** - If you type in a mistake, press "DEL" (for "DELETE"), and the letter you just typed will disappear. Do this as many times as needed. Then type in the correct entry, and press "RETURN".

3. **"CANCEL" Key** - On a long answer, where your typo was at the beginning of a line, you may find it repetitious to use the "DELETE" key. Just press "CAN" (for "CANCEL") and erase that entire line.

4. **Starting All Over Again** - While part way through a set of questions on the screen, you may want to cancel what you've entered and start again. Just depress "CODE" and "CAN" simultaneously; then press "RETURN". A message at the bottom of the screen will say that the record has not been processed. Then you may start over at the beginning.

   (NOTE: Don't use this procedure on one-character responses—for example, on items where you can only answer "Y" or "N". Press "RETURN" to get to an item that has space for a longer response; then press "CODE" and "CAN".)

5. **"END"** - After you've entered and corrected your data, you press "RETURN", and the computer returns to the beginning and asks the same set of questions again. If you type "END", the screen will bring you back to a menu. Keep typing "END", and you will get to the Master Menu.



Keyboard Layout

6. **"CODE 3" Keys** - If you have written something on the screen and you want to copy it, press the keys "CODE" and "3", and the printer will print out exactly what is on the screen. "CODE 3" does not enter the data on your diskette, and does not post the data to any other reports you might print.

7. **Lost and Found** - If "END" and "RETURN" don't get you back to the master menu, type these codes into the keyboard:

   "LGO"

   If "LGO:" then appears on the screen, type in "APMENU". If you repeatedly lose the Master Menu and can't complete your report, call your dealer.

SPECIAL FEATURES

8. **Optional Answers** - The manual says some items are "optional". If you have no answers for these items, press "RETURN". When the computer prints out a report, nonanswered items will appear as zero (for numeric answers) or appear as blank space.

9. * will sometimes appear on a screen, usually in a "Change" or "Delete" process. You must respond to asterisked items to find the record you want. The asterisk means that you have asked the computer for some records which are already on your diskette. After you answer the asterisked items, it knows which record to display for you.

10. **A Special Feature Called "DEFAULT"** - "DEFAULT" is a handy feature that avoids repetition. When the manual says that an item "DEFAULTS", you can press "RETURN", and the computer remembers what you typed in that blank the last time you were there or the most commonly used answer. Automatically, it puts the default values there again. Perhaps you don't remember what you put in that blank before. Or you may want to type in something different. Just type in the answer you want. You can see how much typing this "DEFAULT" feature saves if you enter several records that are similar.

    "DEFAULT" is also useful in creating a report consisting of a list. The computer will ask you where, out of all your records, it should begin and end the list. If you want it to list everything that's on your diskette, then press "RETURN," where the screen says "STARTING #". The screen will answer "ALL". You will then get a list of all the records you have entered. The question "ANY CHANGE?" always defaults to NO. That is, if you press "RETURN", the program does <u>not</u> request any changes.

    To know which way you are using the "DEFAULT" function, refer to your manual. It will tell you what you are defaulting to; e.g., to "ALL" or to the previous entry, or to a predetermined commonly used answer.

11. **Entry Errors** - There are several types of errors which can be made while entering data on the keyboard. For instance, you may enter alphabetic characters into a field which is supposed to be only numeric. Or you may enter too many characters into a field or enter a minus sign into a field which must be positive. In all cases, the computer will catch the error immediately and display a message at the bottom of the screen instructing you how to recover easily. If your error is not immediately apparent to you, consult your operator instructions for the specific program you are running.

12. **Program Errors** - Some possible error messages are:

    1D (FILE UNAVAILABLE) or 6D (FILE NOT FOUND) - if either of these messages appear, check to be sure you have the diskettes in the right drives.

    23 (MAX RECORDS) - means there is no space left on a particular file to store information. You may have forgotten to purge the file, after printing out reports; or you may need to delete unnecessary records.

    In general, if a program error message appears, write down

    a) what is on the screen

    b) what you were doing when the error occurred.

    Then call your dealer or representative with this information.

13. **"EDIT" vs. "POST"** - You will notice in your manual that some programs print a report for you called "EDIT". Other programs print a report for you called "JOURNAL" or "REGISTER". The difference is very important. When you get an "EDIT" report, you can look it over, notice errors, and go back to the computer to make corrections. The "POST" program assumes all your numbers are correct and will post those numbers to several other files that you will print out later.

KEYBOARD CONVENTIONS

14. **Numbers** - Never type a decimal point, comma, or a dollar sign when entering numeric or dollar data. The computer supplies these automatically. Thus, your entry "1000" shows on the screen as "10.00". In a printed out report, the computer will "know" it is a dollar value. Negative numbers (when allowed) may be entered by typing the negative sign before the number (i.e., "-1000").

15. **Capital and Lower Case** - Your keyboard has both capital and lower-case letters, just as a typewriter does. Unlike the typewriter, it normally prints all letters as capital letters. If you press the "shift" key, the computer will print a lower-case letter.

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Master Menu

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The following procedure is done every day, as soon as you turn on the power switch of your F-85 Durango Computer.

1. Insert the Accounts Payable System Diskette into drive Ø, and formatted Accounts Payable Data Diskette(s) into their "home" drives. (The AP DATA 1 diskette goes in Drive 1; the AP DATA 2 diskette goes in Drive 2, and so on.) Close diskette drive doors gently. NOTE: Be sure you turn the computer (and the auxiliary drive, if used) on before you insert the Diskettes.

2. Depress the LOAD and CODE keys. This loads the DX-85 Operating System into memory.

3. Your video screen will display the phrase:

   DX-85 REL n VER n - nnK

   where "n" is the number of the latest release or version and "nn" is the system's memory size in thousands of bytes. The system then prompts:

   ENTER DATE MMDDYY

   The operator then types the date in the format shown, where MM is the month, DD is the day, and YY is the last two digits of the current year. Do not type in spaces or slashes. Thus the date June 2, 1999 would be typed 060299

4. After you press "RETURN", the system prompts:

   ENTER TIME HHMM (24 hour clock)

   The current time is then entered in the format shown. 24 hour clock is used (i.e., 1400 = 2:00 p.m.). Then press "RETURN".

5. The screen automatically displays:

   ```
   : LGO
   LGO V1.Ø : APMENU
   ```

6. Following the display above, the Master Menu for Accounts Payable appears on the screen, with the message "PLEASE SELECT APPLICATION".

The illustration below shows the screen display of the Master Menu:

```
ACCOUNTS PAYABLE          RELEASE 1  VERSION 2

PLEASE SELECT APPLICATION ..

 1. A/P DISTRIBUTION FILE MAINTENANCE        9. PRINT G/L DISTRIBUTION REPORT
 2. VENDOR FILE MAINTENANCE                 10. PRINT VENDOR ANALYSIS
 3. NEW A/P TRANSACTION ENTRY               11. CLEAR Y-T-D VENDOR TOTALS
 4. PRINT A/P AGING REPORT                  12. RECONCILE CHECKS
 5. ACCOUNT INQUIRY                         13. JOB FILE MAINTENANCE
 6. A/P OPEN ADJUSTMENT                     14. PRINT JOB DISTRIBUTION REPORT
 7. PRINT CASH REQUIREMENTS REPORT          15. BACKUP A/P DATA DISKETTE(S)
 8. PAYMENT PREPARATION AND CHECK PRINTING  16. INITIALIZE A/P SYSTEM
```

To select a program from the Master Menu, type in the number which appears beside the program title.

As mentioned in the Introduction to this manual, your first selection is #16, "INITIALIZE A/P SYSTEM." Most of the procedures in Application No. 16 are done just once, in numeric sequence, and must be completed before any other programs are usable.

After Initialization is complete, select the following programs, in this order:

1. A/P DISTRIBUTION FILE MAINTENANCE
2. VENDOR FILE MAINTENANCE
13. JOB FILE MAINTENANCE (Used if you track expenditures by Job Number)

Program 15, "BACKUP A/P DATA DISKETTE(S)," can be used any time after Initialization is complete. This is the program for making copies of your Data Diskette.

As soon as the Distribution Files, Vendor Files, and Job Files have been entered, select No 3, "NEW A/P TRANSACTION ENTRY." It is recommended that all open accounts for Accounts Payable be entered on diskette. When the Open Accounts Payable file is complete, Items 1-15 may be selected as desired, in any order.

NOTE: Do not take out your diskettes until you have typed "END" in the "PLEASE SELECT APPLICATION" blank of the Master Menu. The computer emits a warning "beep" if "END" is not typed.

CAUTION:

For any program that prints out a report, make sure you have paper inserted into the printer before you select the program from the menu. Many of these programs begin printing as soon as you type in the Menu number.

MASTER MENU Item #1 - Distribution File Maintenance

The file of Distribution Accounts for Accounts Payable contains all General Ledger accounts to which your company distributes payable transactions. It also must have the Accounts Payable Account Number as well as the Cash Account Number and a Discount Account Number. Remember to enter the Account Number for each Profit Center, if you use these, and a Prepaid Account Number and Withholding Account Number if these are separate from your Cash Account.

This program provides a system-wide safeguard against operator error. Only accounts which exist in this file may be distributed to. The system will reject any transaction made to an invalid account number.

When you select "1. A/P DISTRIBUTION ACCOUNTS FILE MAINTENANCE" the following display appears on the screen:

```
PLEASE SELECT APPLICATION .

1. ADD NEW ACCOUNTS

2. CHANGE/INQUIRE ACCOUNTS

3. DELETE ACCOUNTS

4. PRINT OUT ACCOUNTS
```

To return to the Master Menu, type "END" after "PLEASE SELECT APPLICATION."

Add New Accounts

New account numbers may be added to this file at any time. The screen displays the following message:

```
A/P DISTRIBUTION ACCOUNTS FILE MAINTENANCE - ADD

1. ACCOUNT #    ....

2. DESCRIPTION
```

1. Account No. - Required. Numeric only. Can be from 3 to 7 digits. If more than 3 digits, the format must be xxx or xxx-xxx or xxxx-xxx. Do not type in the hyphen. At the end of the third or fourth digit, press "RETURN" and the hyphen will automatically appear. If you do not want a hyphen, press "RETURN" again and the hyphen will disappear.

   It is essential that these account numbers be in exactly the same format as the general ledger account numbers.

2. Description - Alphanumeric. Maximum 30 characters.

The question, "ANY CHANGE?" then appears on the screen. If you type "Y" (Yes), the screen asks, "WHAT #?" You type in either #1 or #2, and the screen positions you to the one you select, erasing it for a new entry. If you type in "N" for No, answers are recorded on diskette. (This item defaults to "N.") You may then enter another account number.

To end this process, type "END" in the #1 position.

Change/Inquire Accounts

To find out what is in the Distribution file, after you have Added it, you need to know the exact Account Number. Then the Description displays automatically.

Phrases on the screen will prompt you through any changes. Only #2, the Description can be changed. A change in the Account Number is a Deletion (see below).

When you are finished changing the Distribution file or inquiring what is on it, type "END" in the Account No. position. The Distribution File Maintenance menu then appears.

Delete Accounts

After typing in the Account Number, the screen asks, "RIGHT ACCOUNT?" If the answer is "Y" (Yes), the record is automatically deleted, and the screen says, "ACCOUNT DELETED." If you type in "N" (No), it does not delete the record, but asks for another account number. If you press "RETURN", the "RIGHT ACCOUNT?" question defaults to "N."

When you are through deleting account numbers, type "END" in the Account No. position. The Distribution File Maintenance menu then reappears.

Print Out Accounts

All Account Numbers on file print out automatically, as soon as this program is selected. When printing is complete, the Master Menu appears.

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MASTER MENU Item #2 - Vendor File Maintenance

In order to use the Accounts Payable programs, you must first record each Vendor, through the "Vendor File Maintenance" procedure. Most other programs in Accounts Payable use the Vendor number(s), as a prerequisite. Therefore, before starting this procedure, locate all vendors and assign each a vendor number 6 digits long.

When the Vendor File is complete, changes in vendor information and new vendors may be entered at any time. New vendors must be entered prior to entering any voucher for those vendors.

Miscellaneous Vendors - The Accounts Payable programs cannot print checks paid to miscellaneous vendors (vendors not on file). A "catch-all" vendor number 999999 may be set up to record invoices and distribution for such vendors. When the invoice is paid, it will be paid on a manually written check. (When checks are written manually, they are recorded through #6 on the Master Menu, "A/P OPEN ADJUSTMENT.")

The Vendor Maintenance File program contains the following options:

```
VENDOR FILE MAINTENANCE



                    PLEASE SELECT APPLICATION .
                         1. ADD NEW VENDORS
                         2. CHANGE/INQUIRE VENDORS
                         3. DELETE VENDORS
                         4. PRINT OUT VENDORS
                         5. PRINT ALPHABETICAL LIST
```

To return to the Master Menu, type "END" where the screen says, "PLEASE SELECT APPLICATION."

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Vendor File
Maintenance
Add New
Vendors
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When you are adding new vendors, the program prompts you with the following screen display:

```
 1. VENDOR #  ......

 2. NAME
 3. ADDRESS 1
 4. ADDRESS 2
 5. ADDRESS 3

 6. TYPE

 7. TERMS
 8. DUE DAYS              9. DISCNT DAYS          10. DISCNT %

11. LAST ACTIVITY DATE

12. STATUS

13. PURCHASES YTD                          14. PURCHASES LST YR
15. DISCOUNTS YTD                          16. DISCOUNTS LST YR
```

1. Vendor No. - Required. Must be 6 characters. Alphanumeric. Vendor number and format are determined by your company.

2. Name - Any length up to 30 characters. Alphanumeric. Defaults to a blank field. We recommend entering the main company name first, so that the alphabetic vendor list appears in the most logical alphabetic order.

3. Address - Any length up to 30 characters. Alphanumeric. Defaults to blank. Address should be entered as you wish it to appear on the payable check. The entire address is printed on the checks, to allow use of window envelopes.

4. Address 2 - Same as Address 1.

5. Address 3 - Same as Address 1.

6. Type - Up to 3 characters. Alphanumeric. Defaults to blank. This may be any abbreviation or code that your company uses to categorize vendors.

7. Terms - Up to 15 characters. Alphanumeric. Defaults to blank. For this item, enter the terms generally allowed by the vendor.

8. Due Days - The number of days from Invoice Date in which payment is due. Up to 3 characters; numeric only. Defaults to Ø.

9. Discount Days - The number of days from Invoice Date in which, if payment is made, the vendor gives a discount. Up to 3 characters; numeric only. Discount days must be less than or equal to due days. Defaults to Ø.

10. Discount Percent - Enter 4 digits (computer supplies decimal), numeric only. Defaults to Ø. (nnnn converts to nn.nn)

11. Last Activity Date - Date last check was paid to this vendor (updated automatically after initial entry). Enter 6 digits, numeric only, in the format MMDDYY.

12. Status - Maximum 1 character; alphanumeric. Required. Defaults to blank (equivalent of Normal Status).

    "Status" refers to the discount or payment status. Use the following codes:

    Blank = Normal Status. Normal activity allowed and discounts are taken according to vendor terms.

    A = Always Take Discount. Discount will be taken on all payments to this vendor regardless of payment or due dates.

    H = Hold Payment. Payments to this vendor are not allowed by the system.

    N = No Purchases. Entered in Accounts Payable for information purposes only.

13. Purchases Year-To-Date - Maximum length 9 digits (10 digits with negative sign). Numeric only. (Computer automatically enters decimal, as this is a dollar value.) Defaults to Ø. (nnnnnnnnn converts to $n,nnn,nnn.nn)

    Figures for Items 13 and 15 must be correct, since no changes are allowed to these fields after set-up. Incorrect set-up figures will result in erroneous totals in the Vendor Analysis reports.

    In entering Year-to-Date information, consider the beginning of Accounts Payable Open Items entry as the cut-off date for Year-to-Date information. Thus purchases for the year for each vendor will be: Purchases Year to Date minus total purchases that are still open items. This must be done, since the vendor Year-to-Date totals are automatically updated when the vouchers are paid and posted to the A/P Open Item file.

14. Purchases Last Year - Maximum length 9 digits (10 digits with negative sign). Numeric only. Defaults to Ø. (nnnnnnnnn converts to $n,nnn,nnn.nn)

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Release: 001
Date: 02/01/79

Vendor File
Maintenance
Change/Inquire
Vendors
Page 1 of 1

The screen for this process is the same as for "ADD NEW VENDORS". You type in the number of the vendor you want to look at or change. The screen automatically displays the remaining information for that vendor.

At the end of the record, the screen asks, "ANY CHANGE?". It prompts you through your changes until you answer "N" for No. At that point, the vendor record is updated and you may select another vendor number for change or inquiry.

You will not be able to change Item 1 nor Items 13 and 15. It is possible, however, to delete the entire vendor record and re-enter it. See the next procedure, "DELETE VENDORS."

To end this process, type "END" in the Vendor Number position.

D-BASIC
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The screen for this process is the same as for "ADD NEW VENDORS." You type in the number of the vendor you want to delete. The screen automatically displays the remaining information for that vendor.

At the bottom of the screen the phrase appears: "RIGHT VENDOR?" If you type in "N," the vendor record is not deleted, and you may select another vendor number. If your response is "Y," the phrase "VENDOR DELETED" automatically appears. Press "RETURN" to go on.

To end this process, type "END" in the Vendor Number position.

D-BASIC
Release: 001
Date: 02/01/79

Vendor File
Maintenance
Print Out
Vendors
Page 1 of 1

This Vendor Report, entitled "Vendor File Print Out", allows you to select any vendors in any order, and it prints out all the information on file for those vendors. Be sure you have installed paper in the printer before selecting it.

First the screen asks you to tell it what vendor numbers to print:

```
PLEASE ENTER STARTING VENDOR      ......

PLEASE ENTER ENDING VENDOR
```

If you press "RETURN", in response to "PLEASE ENTER STARTING VENDOR," the program will print ALL vendors.

Then the phrase appears, "ANY CHANGE?" If you say "N," one of three things will occur:

1. If you selected ALL vendors, the report will begin to print out.

2. If the program doesn't find the requested vendors on file, it will return to its request to enter starting and ending vendors.

3. If you entered vendor numbers, it will print the vendors selected and return to its request to enter vendor numbers. When you have selected all those vendors that you want to print out, type "END" in the "PLEASE ENTER STARTING VENDOR" position. This will be followed by the File Maintenance menu.

After printing, the menu for Vendor File Maintenance automatically appears.

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Release: 001
Date: 02/01/79

Vendor File
Maintenance
Print Alphabetical List
Page 1 of 1

This alphabetical listing of vendors provides a handy reference. The report is slightly different from the Vendor File Print Out in that it does not show purchase or discounts for the previous year or for year-to-date (it is assumed that these may be confidential and therefore not appropriate for a document to be used for general reference).

The alphabetical listing automatically prints out ALL vendors. If you desire a list of particular vendors, alphabetized, select the previous procedure ("Print Out Vendors") and individually request those vendors in a sequence that is alphabetical.

After printing, the menu for Vendor File Maintenance automatically appears.

MASTER MENU Item #3 - New A/P Transaction Entry

This program is for entering all Accounts Payable Open Items on your Data Diskette. The menu for New A/P Transaction Entry is:

```
NEW A/P TRANSACTION ENTRY


          PLEASE SELECT APPLICATION .

               1. ADD NEW TRANSACTIONS

               2. CHANGE/INQUIRE TRANSACTIONS

               3. DELETE TRANSACTIONS

               4. PRINT TRANSACTION EDIT LIST

               5. POST TRANSACTIONS TO A/P OPEN ITEM FILE
```

Each time you add a new Accounts Payable item, the program automatically assigns it a voucher number. If you delete the record, the voucher number does not get used again. The beginning voucher number was set by your company during Initialization, when the Control File was set up. If there is any reason to reset the voucher numbers, this can be done through the Control File Program.

There are 5 types of transactions that can take place in the "ADD NEW TRANSACTIONS" procedure.

1. Regular Voucher - This is the most frequent type of transaction. It includes:

   - Invoices, approved for payment
   - Debit Memos
   - Credit Memos

   If you enter an Invoice, the computer credits it to the Payable account which you specify. (Provided, of course, this account number is already in the A/P Distribution file.) The computer automatically debits any General Ledger accounts which you specify, such as Expenses, Assets, Liabilities, Equity accounts (and these, too, have been previously entered in your A/P Distribution file).

When entering Credit or Debit memos, you may want to distinguish them from Invoices in the invoice number code. This makes them easier to find on reports. For example, the first two characters of the invoice number on a Credit Memo could be CM, and the first two characters of the invoice number on a Debit Memo could be DM.

Enter all Credit Memos as negative (minus sign) dollar amounts. Remember to make the distribution dollar amounts negative also, as this results in a credit to the distribution account.

2. Credit Voucher - This is NOT the same as a credit memo. The term "credit memo" is used to distinguish this from a regular voucher. It is a safety feature, available to you for internal use only, for corrections. It cancels out your voucher and allows you to enter a correct one.

   Occasionally a voucher gets posted to the wrong Payables account number, or the wrong vendor. Later in these instructions you will note that after the Payables have been posted, very few things can be changed. In fact, all that can be changed are the due date and the discount date and the general ledger distribution.

   You can, however, enter a Credit Voucher. Use the same Invoice Number as you have on the incorrect voucher, and use the same dollar amounts for the total and the distribution - except make all the dollar amounts negative. (In the case where you are getting rid of an incorrect Credit Memo, make all the dollar amounts positive.)

   This is what happens when checks are printed: if a credit voucher amount offsets the amount of a regular voucher with the same invoice number, neither amount will be printed on the check stub, and both vouchers will be cleared from the file.

   Just one final step - re-enter the voucher (it will have a new voucher number) with the correct information.

3. Adjustment of Distribution - This transaction is one of the few corrections available after the new Accounts Payable transactions have been posted. It corrects distribution to general ledger accounts, expense accounts, or jobs - in short, it corrects any distribution made on a voucher that has been posted.

   When you use this procedure, the program automatically displays the Invoice Amount (on the screen) as .ØØ. Therefore, you can make no changes to the Accounts Payable balance (which isn't really .ØØ, but remains whatever amount you entered and posted).

   For example, if a voucher was distributed to rent expense, but it should have been distributed to purchases; credit the rent account and debit the purchases account. This entry must equal .00.

4. Prepaid Check - For the purposes of the Accounts Payables programs, a prepaid check is any check which must be recorded in the A/P system which has not been printed by the A/P system and which charges directly against cash accounts.

   The major difference between a regular voucher and a prepaid voucher is that the program automatically credits the cash account, not Accounts Payable. The program debits distribution accounts, just as it does on a regular voucher.

5. Voided Check - This procedure is for record keeping purposes only. The program does not allow you to enter dollar amounts. The check number prints on the check register with a notation that it has been voided. This ensures proper audit information.

The programs adjust your debits and credits again when checks are paid. When computer checks are written, cash and discounts are automatically credited. The corresponding debit is made to the Payable account which was entered with the voucher. Until the voucher is purged, you can always find out what account number you used, by Procedure 5 on the Master Menu, CRT ACCOUNT INQUIRY.

D-BASIC
Release: 001
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Here is the screen for "NEW A/P TRANSACTION ENTRY - ADD."

```
NEW A/P TRANSACTION ENTRY - ADD

    * VOUCHER        000009              1. TRX TYPE

   2. VENDOR #
   3. P.O. #
   4. INVOICE #                         6. INVOICE AMT
   5. INVOICE DATE                      7. NON DISC AMT

   8. DUE DAYS                          9. DUE DATE
  10. DISCNT DAYS                      11. DISCNT DATE
  12. DISCNT %                         13. DISCNT AMT

  14. A/P ACCT #
  15. CHECK #                          16. CHECK DATE
  17. CASH ACCT #
  18. DISC ACCT #

  19. DISTRIBUTION: ACCOUNT  DESCRIPTION                  JOB-#   AMOUNT


R = REG VOUCHER   C = CR VOUCHER   A = ADJUST DIST   P = PREPAID   V = VOID CHK
```

Voucher Number, as you can see, is automatically supplied.

1. Transaction Type - Refer to the codes at the bottom of the screen. The possibilities are: R = Regular Voucher, C = Credit Voucher, A = Adjustment of Distribution, P = Prepaid Check, and V = Voided Check. These terms are fully explained at the beginning of this section, "New A/P Transaction Entry." Required entry. Defaults to "R."

   For a Regular Voucher, proceed as follows:

2. Vendor No - Required. 6 digits, alphanumeric. If this number is not in the Vendor file, the program will not proceed any further. Press "CODE" and "CAN" (for Cancel) to cancel this record. Type "END" in #1. Return to the vendor file and enter the Vendor Number.

3. Purchase Order No - Maximum 10 characters. Alphanumeric.

4. Invoice No - Maximum 6 characters. Alphanumeric. You may enter abbreviations like CR or DR in this field to distinguish Credit Memos and Debit Memos from Invoices.

5. Invoice Date - Required. 6 digits, in the format MMDDYY. If the warning message "DATE OUT OF RANGE" appears, make sure you have the correct invoice date. It means the invoice date is not within the range of days you specified in the Control File as "Number of Days Before Warning." If you specified 30 days, then any invoice date outside the range of today's date +/- 30 days would get the warning.

6. Invoice Amount - Dollar value, prior to discount. Required. Up to 8 digits, numeric only (computer supplies decimal). May be negative number. (nnnnnnnn converts to nnnnnn.nn)

7. Non-Discount Amount - Up to 8 digits, numeric only. May be negative. This is the amount of the voucher not subject to discount. It may include freight, tax, miscellaneous amounts. Defaults to Ø. (nnnnnnnn converts to $nnnnnn.nn)

   The program automatically calculates the discount amount allowable by the formula:

   (Total Invoice Amount - Non-Discount Amount) x Discount %

Terms - the items referring to due days and discounts (Items 8-13 below) are known as terms fields. The operator may default at individual terms fields to the values on file for the vendor. Or if the invoice differs from what is on file, the operator may enter the items manually.

"DATE OUT OF RANGE" appears if due date or discount date is not within the range of days you specified in the Control File as "Number of Days Before Warning" and today's date.

Also, these 6 fields are pairs. If #8 is entered, the program calculates #9 automatically, and if #9 is entered, the program calculates #8 automatically. Numbers 10 and 11, and also 12 and 13 are paired in the same way.

There is one other thing you can do with the terms fields. If you type "D" (for "DEFAULT") in Item 8, the program will insert vendor file data in Items 8-13.

8. Due Days - Maximum 3 digits. Numeric only. Defaults to Ø if you press "RETURN" or if no terms on file for vendor. Recalculated if Item 9 entered. Defaults to due days on vendor file if you type in "D" and press "RETURN."

9. Due Date - 6 digits, numeric only, in the format MMDDYY. Defaults to invoice date if no terms on file for vendor or if Item 8 not entered.

10. Discount Days - Maximum 3 digits, numeric only. Defaults to Ø if no terms on file for vendor. Recalculated if Item 11 entered.

11. Discount Date - 6 digits, numeric only, in format MMDDYY. Defaults to invoice date if no terms on file for vendor, or if Item 10 not entered.

12. Discount Percent - 4 digits, numeric only (computer supplies decimal). Defaults to Ø. Recalculated if Item 13 is entered. (nnnn converts to nn.nn)

13. Discount Amount - dollar value, maximum 7 digits. Numeric only. Defaults to ∅ if no terms on file for vendor or if Item 12 not entered. (nnnnnnn converts to $nnnnn.nn)

14. A/P Account No - Required. Minimum 3 digits, maximum 7 digits. Numeric only. This account number will be displayed automatically if you have only one Accounts Payable number. If you have more than one Accounts Payable account, either enter the correct one, or press "RETURN" to default to the Accounts Payable account which is in the Control file.

15. Check No - Not used for a Regular Voucher.

16. Check Date - Not used for a Regular Voucher.

17. Cash Account No - Not used for a Regular Voucher.

18. Discount Account No - Not used for a Regular Voucher.

19. Distribution: Account Description - Distributions may be entered, as long as the total equals the Voucher amount (#6, Invoice Amount). The screen keeps a running total of the amount you distribute, and flashes a message if the distributions total does not equal the invoice amount. Due to space constrictions, only the last two distributions show on the screen at one time, plus the running total.

    Account No - Required. Minimum 3 digits, maximum 7 digits. Numeric only. The Account Number is verified with the Distribution Account file and the description displayed if found. An unlimited number of distributions may be entered, as long as the total equals the Invoice Amount. Remember not to type in the hyphen. Just press "RETURN" and it will appear.

    Job Number - This item only appears on the screen if in the Control File your company responded Yes to, "WILL JOB NUMBERS BE USED?" Maximum 6 digits, numeric only.

    Amount - Required. Minimum 1 digit, maximum 8. May be negative. Numeric only. Defaults to ∅.

At the end of entering the new open Payable, the screen inquires "ANY CHANGE?" If you reply "Y" for yes, it inquires, "WHAT #?"

If you change any of the terms fields, the item paired with that field is automatically recalculated.

To change anything in Item 19, you need both the Account Number and the Job Number. These may not be visible on the screen, and if you can't remember what you entered, it may be necessary to leave the error on file, print out an Edit List (where the detailed Distribution is shown) and then make the changes through the Change/Inquire program for New A/P Transaction Entry.

If, in Item 19, you type in both an Account Number and a Job Number that are already distributed to, the screen says, "ACCOUNTS ALREADY ON FILE. ANY CHANGE?" If you reply "Y,", you may enter a new amount. Make the amount ØØ (remenber, this field defaults to Ø). Then make another entry with the correct account, job, and amount.

To end the "Add" program, type "END" in Item #1, Transaction Type.

Credit Voucher

As mentioned earlier, this is NOT a Credit Memo. It is a technique for deleting a voucher from your records after Open Payables have been posted. If you have a correction in distribution (Item #19), select the Adjustment procedure described below. If the correction is the due date and/or discount date, select #6 from the Master Menu, "A/P Open Adjustment."

For all other corrections, enter a Credit Voucher. Use the same Invoice Number as on the incorrect voucher. Also enter the same dollar amounts for Invoice Amount and Distribution - but make them the opposite sign. That is, Invoices and Debit Memos will have negative credit voucher amounts and Credit Memos will have positive credit voucher amounts.

Then enter a Regular Voucher with the correct information. The incorrect voucher and the Credit Voucher cancel each other out and do not appear on your printed checks. Multiple Credit Voucher cancellations will appear on your checks.

Adjustment of Distribution

This procedure is used to adjust distribution (Number 19 on the screen) after a voucher has been posted. Before posting, Distribution can be changed through the Change/Inquire option.

In this program, only the first 5 items of the record are entered, plus #19, Distribution. These items are:

1. Transaction Type ("A", for Adjustment)
2. Vendor Number
3. Purchase Order Number
4. Invoice Number
5. Invoice Date

19. Distribution Account Number

The screen asks "ANY CHANGE?" Changes proceed as described under #19 in the procedure for Regular Vouchers.

Prepaid Check

Entering a Prepaid Check is very much like entering a Regular Voucher. However, the program does not ask for Items 8-11 (Due Days and Date, and Discount Days and Date). The program does ask for 4 items which are skipped in the Regular Voucher Program (Items 15-18):

15. Check No - Required. 6 digits, numeric only.

16. Check Date - Required. 6 digits, numeric only, in the format MMDDYY.

17. Cash Account No - Required. Minimum 3, maximum 7 digits. Must be on file in Distribution File. Defaults to Account Number in A/P Control File.

18. Discount Account No - Required. Minimum 3, maximum 7 digits. Numeric only. Must be on file in Distribution File. Defaults to Account Number in A/P Control File.

Voided Check

This procedure is for record keeping purposes only. The program requires you to fill in just the following items:

1. Transaction type ("V")
14. Accounts Payable Account Number
15. Check Number
16. Check Date
17. Cash Account Number

After entering a voucher on diskette, you can change it through the Change/Inquire program. No changes can be made to the following:

Voucher Number
Type of Transaction

These two items can be changed by deleting the voucher and entering a new one.

Information displayed on the screen is the same as in "Add New Transaction."

To change a newly-entered Accounts Payable voucher, type in the Voucher Number. The rest of the record appears automatically on the screen, except for Distribution.

A phrase at the bottom of the screen asks "ANY CHANGE?" If Yes ("Y"), the screen inquires "WHAT #?" and positions you to that item. When you type "N" (No), the information clears from the screen and a different voucher may be looked at.

To change Distribution (Item 19), you need both the Account Number and the Job Number already distributed to. These do not display on the screen. To obtain them, print an Edit List. Then proceed as follows:

1. Type in Voucher Number.

2. When the screen asks "ANY CHANGE?" type "Y".

3. To the question "WHAT #?" reply "19".

4. You are then positioned to Item 19. No data appears on the screen for Item 19. Using the Edit List as a reference, type the Account Number and Job Number of the Distribution that you wish to change.

5. The amount of that distribution appears automatically, and the bottom of the screen shows the total amount distributed.

6. The screen asks "ACCT ALREADY DISTRIBUTED - ANY CHANGE?" Type in "Y". The dollar amount automatically disappears. For the dollar amount, enter Ø.

7. After you enter Ø, the Total Distributed automatically subtracts the amount zeroed out. You are positioned to make a new entry under Item 19.

8. You can either press "RETURN" and go on to something else, or you can enter another (correct) Account Number, Job Number, and Amount.

To end this program, type "END" in the Voucher Number position.

To delete a newly-entered Accounts Payable voucher, type in the Voucher Number. The rest of the record appears automatically on the screen.

A phrase at the bottom of the screen asks, "RIGHT TRX?" If No ("N"), the record will not be deleted. The information is cleared from the screen, and a new Voucher Number may be entered. If Yes ("Y"), the record is automatically deleted.

To end this program, type "END" in the Voucher Number position.

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New A/P
Transaction Entry
Print Transaction
Edit List
Page 1 of 1

Use the "New A/P Transaction Edit List" to check your computer entries before posting them. After posting, the Open items are more difficult to correct.

The Edit List prints out all information for every voucher. It also prints out an Error Report. The Error Report tells you if you have distributed credits to a job number that is not in your Job File.

If there are changes to make, select the "Change/Inquire" program or the "Delete" program.

The Edit List prints and returns to the New A/P Entry Menu automatically. When the Error Report is complete, press "RETURN" to get the menu for New A/P Transaction Entry.

When new vouchers are posted:

The posting program transfers distribution amount, accounts and job numbers to the Distribution file. It is at this point that the distribution is updated. Distribution is posted for all regular vouchers, credit vouchers, adjusting vouchers and prepaid checks.

The program also transfers all regular and credit vouchers to the A/P Open Item file and updates the open item files of each vendor. The credit entry to Accounts Payable is updated.

All prepaid checks are transferred to the cash files. The credit entry to cash is updated. Check numbers and other information is retained on file until printed on the Check Register.

The "New A/P Transaction Register" prints automatically.

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MASTER MENU Item # 4 - Print A/P Aging Report

This report is useful in selecting vouchers to be paid. It shows balance due as of a particular date, for each vendor; valid discounts; net balance due; and the age of each outstanding balance amount (current, 31 - 60 days, 61 - 90 days, and over 90 days).

You have several options with this report. If you have more than one Accounts Payable account, you may choose to have a separate report for each account. This report may be a summary report of each Account number, or it may be broken down by vendor within each account number. In either case, the report by Account number automatically produces a summary.

The alternative is a report by vendor number only. If you opt for any report by vendor number, either by itself or as part of an Accounts Payable breakdown, you may also select the "detail" option, which shows each voucher outstanding for each vendor.

The process is as follows. Upon requesting the Aging Report, if you have more than one Accounts Payable account, the screen inquires:

```
PRINT REPORT BY VENDOR ?  .

PRINT SUMMARY BY A/P ACCOUNT ?
```

The reply is "Y" or "N." Both fields default to "N." You may select either option or both options. If you select a report by A/P Account only, the program asks for an Aging Date. If you select a report by vendor or have only one Accounts Payable account, the following screen appears:

```
AP OPEN ITEM AGING REPORT BY VENDOR



          PLEASE ENTER:

               1. STARTING VENDOR #  ......

               2. ENDING VENDOR #

               3. AGING DATE

               4. SHOW DETAIL ?

               5. A/P ACCOUNT #
```

1. Defaults to ALL
2. Defaults to blank
3. Defaults to today's date
4. Defaults to "N"
5. Defaults to ALL

The screen asks "ANY CHANGE?" When you reply "N," the report prints automatically.

If all vendors are selected, the Master Menu reappears after printing. If some vendors are selected, the first two questions ("PRINT REPORT BY VENDOR? PRINT SUMMARY BY A/P ACCOUNT?) reappear. To get back to the Master Menu type "N" or "RETURN" for both questions.

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Release: 001
Date: 07/31/79

CRT Account Inquiry

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MASTER MENU Item #5 - CRT Account Inquiry

The CRT Account Inquiry displays all open items for any vendor (if they have been posted). This fast method of access is useful during phone inquiries, while preparing correspondence, etc.

To use this program, you need the Vendor Number. (This is available from the Vendor List.) The screen automatically displays open items by voucher number sequence. Up to 17 open items can appear at one time. If more than 17 items are open, pressing "RETURN" will cause the next open item to display. Totals appear at the bottom of the screen when all items are displayed.

For each voucher, the screen shows:

- Voucher number
- Transaction type
- P.O. number
- Invoice number and date
- Partial payments made against the voucher
- Invoice balance
- Discount allowable
- Net invoice amount

```
ACCOUNT INQUIRY   VENDOR: 000001 VENDOR 1                          2%-10 DAYS N-30

VOUCHR  TYPE  P.O.-#      INVOICE# INV-DATE PP?   INV-BA   DISCOUNT      INV-NET
000101 VOUCHR 7777777777 10000000 02/15/79  Y      15.00        .00        15.00
000102 CREDIT 77777      10000000 02/15/79  N     145.00        .10       144.90




                                TOTALS:      160.00        .10       159.90
                                TYPE "RETURN" TO SEE ANOTHER VENDOR
```

MASTER MENU Item #6 - A/P Open Adjustment

This program is used to make adjustments of due dates or mark a voucher as manually paid. This program is used for vouchers which have been posted to the A/P Open file as a credit to A/P. If vouchers have not been posted, corrections may be entered in the New Payable Entry program.

Once a voucher has been paid it is cleared from the files. Therefore, any errors discovered after payments are posted must be adjusted by entering a new voucher.

To use this program, you must know both the Vendor Number and the Voucher Number. The first question the program asks is:

```
PLEASE SELECT APPLICATION .


1. CHANGE DUE DATES


2. MARK VOUCHERS AS MANUALLY PAID
```

Change Due Dates

For this program, only the Due Date and the Discount Date can be changed. The following screen appears:

```
* VENDOR #          ......
* VOUCHER #

  INVOICE #
  INVOICE DATE
  INVOICE BAL
  DISCNT BAL

  OLD DUE DATE
  OLD DISC DATE

1. NEW DUE DATE
2. NEW DISC DATE
```

Vendor No. and Voucher No. are required (6 digits, numeric only). The old due date information is automatically displayed.

Enter new due date and discount date, in the format MMDDYY.

To end this program type "END" in the Vendor No. position.

Mark Vouchers as Manually Paid

Use this application if a voucher that has been posted to the A/P open file is paid on a manually written check. The computer will generate an entry debiting A/P for the amount paid and credit cash for the check amount.

The check will be posted and recorded on the next check register printed. (See Check Register description under Master Menu Item #8, Payment Preparation and Check Printing.)

The program displays the following screen for manual check payment:

```
          * VENDOR #          ......
          * VOUCHER #

            INVOICE #
            INVOICE DATE
            INVOICE BAL
            DISCNT BAL

          1. CHECK #
          2. CHECK DATE
          3. CHECK AMOUNT
          4. DISC TAKEN
          5. CASH ACCT #
          6. DISC ACCT #
```

Vendor No. and Voucher No. are required (6 digits, numeric only). The invoice description and amount are automatically displayed.

1. Check No - Required. Minimum 1 digit, maximum 6 digits, numeric only.

2. Check Date - Required. Format MMDDYY. Defaults to today's date.

3. Check Amount - Maximum 8 digits, numeric only. Negative amounts not allowed. (Computer automatically supplies decimal - nnnnnnnn converts to nnnnnn.nn). Defaults to Ø. If you are paying multiple vouchers on the same check, enter the amount of the voucher, not the amount of the check, in this blank. This allows you to pay several A/P open items on the same manual check.

4. Discount Taken - Maximum 8 digits, numeric only. Defaults to Ø. (nnnnnnnn converts to nnnnnn.nn)

5. Cash Account No - Required. Minimum 3, maximum 8 digits, numeric only. Defaults to number on file in A/P Control File.

6. Discount Account No - Required. Minimum 3, maximum 7 digits, numeric only. Defaults to number on file in A/P Control File.

To end this program, type "END" in the Vendor No. position.

MASTER MENU Item #7 - Print Cash Requirements Report

Uses of Requirements Reports:

The cash requirements reports are designed to assist management in matters such as cash flow planning and spotting problem areas in payables. All manual and prepaid checks should be posted prior to printing the Cash Requirements Report (Master Menu #8, Submenu #7, Check Register and Post).

They are also valuable in payment preparation. If individual vouchers are to be selected for payment, they may be marked directly on the report. The operator may then enter these in the pre-checkwriting program directly from this report. This will save time during the payment process.

Definitions:

For the purpose of this section, the following definitions are understood:

1. Cut-off Date: The last due date to be considered for payment.
2. Payment Date: The date you expect the checks to be printed. This is necessary for calculation of valid discounts.
3. Past Due Vouchers: Due date is before payment date.
4. Current Vouchers: Due date is on or after payment date but prior to cut-off date. These vouchers are currently due, and discount can be either valid or lost, depending on the payment date.
5. Optional Vouchers: Discount date is on or after payment date and Discount date is on or before cutoff date. These are vouchers which are not yet due but have a valid discount.

Since this report is normally a prelude to printing checks, its design is similar to the Aging Report, which also precedes check printing. The Cash Requirements report, Aging Report, and Pre-Check-Printing report are most useful if the cut-off dates for all three are the same.

Column headings on every Cash Requirements report include:

- Past due amount and discounts lost on past due items;
- Current amount due and valid discounts on current items;
- Net current amount and discounts lost on current items;
- Net past due and current total;
- Optional amount, valid discounts on optional items and net optional amount;
- Net past-due, current and optional amounts.

If you have more than one Accounts Payable Account Number, you may have either a report broken down by Vendor Number or by Accounts Payable Account Number, or both. (In the case where you choose both, there is a separate page for each Account Number, with subtotals broken out for each vendor.) In any report that includes vendors, you may also choose to show "detail." (In the "detail" report, each voucher is shown for each vendor.)

If you only have one Accounts Payable Account Number, the Vendor Report is assumed; otherwise, the screen asks two questions:

```
PRINT REPORT BY VENDOR ?  .

PRINT SUMMARY BY A/P ACCOUNT ?
```

Answer "Y" or "N." Both questions default to "N." To end the process at this point, type "END" after "PRINT REPORT BY VENDOR?" Or press "RETURN" twice. The Master Menu automatically reappears.

If you do not select a vendor report, the program asks for a cut-off date and a check payment date. Upon entering these, the report prints automatically, and the Master Menu appears.

If the report you select does include vendors, the following screen appears:

```
PLEASE ENTER:

     1. CUT OFF DATE   ......

     2. PAYMENT DATE

     3. SHOW DETAIL

     4. A/P ACCOUNT #
```

Typing "END" for the Cut-Off Date will bring back the Master Menu if for some reason you decide not to run the program at this time.

1. Cut-Off Date - The last due date to be considered for payment. Numeric only, format MMDDYY. Defaults to today's date.

2. Payment Date - The date you expect checks to be printed. (This information allows the program to calculate valid discounts.) Numeric only, format MMDDYY. Defaults to today's date.

3. Show Detail - Lists all open items by individual voucher and invoice number. Answer "Y" or "N." Defaults to "N."

4. A/P Account No - Type in the Account Number for which you want a report. Defaults to "ALL."

The program asks "ANY CHANGE?" If you answer "N," the report prints automatically and the Master Menu appears on the screen.

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This program allows for individual selection of vouchers for payment. Partial payments are also allowed. Before selecting vouchers, return to the Generalized Payment Selection screen and enter the Payment Date.

When using this format, it will be extremely helpful to obtain a detailed cash requirements report. Vouchers to be paid may be marked directly on the report. The operator may then enter data directly from the report.

You may wish to enter vouchers to be paid directly from processed invoices. The selection process is keyed to the vendor and voucher numbers, not the vendor invoice number. Therefore, if this method is to be used, be certain the voucher number is clearly labeled on each invoice. This will save significant data input time.

After you have entered an Accounts Payable number, or selected all A/P Accounts, the selective payment program displays the format shown below:

```
PAYMENT PREPARATION AND CHECK PRINTING - SELECT VOUCHERS FOR PAYMENT
FOR A/P ACCOUNT:  200-001   ACCOUNTS PAYABLE


                    * VENDOR #          ......

                    * VOUCHER #

                      INVOICE #
                      INVOICE DATE
                      DUE DATE
                      DISCOUNT DATE

                      INVOICE AMT
                      PARTIALS PAID
                      INVOICE BALANCE
                      VALID DISCOUNT
                      INVOICE NET

                    * AMOUNT TO PAY
                    * DISCT TO TAKE
                      NET CHECK AMT
```

1. Enter vendor number and voucher number for the Accounts Payable open item you wish to select for payment.

2. All but 3 remaining items print out automatically.

3. The screen asks "RIGHT VOUCHER?" Answer "Y" (Yes) or "N" (No).

4. If Yes is the answer to the voucher question, the screen inquires, "PAY FULL INVOICE NET?" "Y" = pay the full invoice amount. "N" = pay partial payments. In either case, the voucher is selected for payment.

5. To end the selection of individual vouchers, type "END" in the vendor number position.

You may wish to hold payments on certain vouchers. The program will allow temporary or permanent deferral of any voucher.

Temporary Deferral - All vouchers chosen for temporary deferral are not paid on the check run immediately following the deferral selection. After the check printing run, the temporary deferral status is cleared from the file and the voucher is treated as an undeferred item.

Temporary deferral is often used with generalized payment selection. It defers those vouchers not to be paid. This method may be faster than selecting individual vouchers.

Permanent Deferral - All vouchers chosen for permanent deferral are deferred until such time as they are designated for payment in the selective payment program. Only through this individual selection is the deferral status overridden.

D-BASIC
Release: 001
Date: 02/01/79

Before any checks are printed, a pre-check writing report should be obtained and verified. The report will detail by vendor each voucher selected for payment, regardless of whether generalized or selective payment is used.

The question appears, "SHOW DEFERRED ITEMS ON REPORT?" If you answer Yes ("Y"), these items print on the report, with a notation beside them that payment has been deferred.

The report prints automatically. Gross amount, discounts taken and net cash are shown for: each vendor, vendor total and grand total. Deferred vouchers may be printed but they will not have a net cash amount. A check will not be printed for a vendor if the vouchers selected result in a credit amount.

Any changes necessary may be made at this time. Other vouchers may be marked for payment, for example, or vouchers may be changed to a deferred or unpaid status.

After printing, the Payment Preparation menu automatically appears.

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Release: 001
Date: 02/01/79

For this procedure, you need check forms designed to be run through a computer. When you select PRINT CHECKS from the Payment Preparation menu, the message appears:

```
PLEASE MOUNT CHECK FORMS ON PRINTER ....

(TYPE 'DONE' WHEN READY)
```

When you type "DONE", one check prints out with X's. Check it to see that the figures are properly centered on the form.

The question, "PRINT ANOTHER ALIGNMENT FORM?" appears on the screen. If alignment is okay, answer "N" and proceed to the next step. If not okay, make adjustments and answer "Y." (This item defaults to "Y.") Another X'd form prints out. Repeat the cycle if necessary.

When the check form is properly aligned, the Check Printing program requests the following information.

```
PLEASE ENTER:

     1. CHECK DATE          05/30/79

     2. STARTING CHECK #    000006

     3. STARTING VENDOR #   ALL

     4. ENDING VENDOR #

     5. CASH ACCOUNT #      800 -001  CASH ACCOUNT

     6. DISCNT ACCOUNT #    801 -001  DISCOUNT ACCOUNT
```

It is with this screen that the subselection for each Cash Account Number takes place.

1. Check Date - Required. Numeric only. Format MMDDYY. Defaults to today's date.

2. Starting Check No. - Required. Numeric only. Maximum 6 digits.

3. Starting Vendor No. - Required. 6 digits, alphanumeric. Defaults to ALL. This is the first vendor to be paid, as indicated on the Pre-Check Writing Report. The vendor name appears automatically.

4. Ending Vendor No. - Required. Maximum 6 digits, alphanumeric. Defaults to ALL. The vendor name appears automatically.

5. Cash Account No. - Required. 3-7 digits, numeric only. Description appears automatically. Defaults to what is on the Control File.

6. Discount Account No. - Required. 3-7 digits, numeric only. Description appears automatically. Defaults to what is on the Control File.

The program asks "ANY CHANGE?" If there is none, checks print out automatically.

Each check contains a detailed remittance advice of each voucher paid. There is room for approximately 17 vouchers on each check.

If you have more than 17 vouchers, a check for the entire amount prints, plus details for 17 vouchers. Another check prints with the rest of the voucher detail. On that second check, no dollar amount appears, and the program automatically voids it.

The program then inquires:

ARE ALL THE CHECKS OK?

Checks which are not printed correctly (due to misalignment, printer malfunction, etc.) may be reprinted. The original check is automatically voided. Enter the next check number to be printed. Do not re-enter the original check number.

When all printed checks are okayed by the operator, they are posted. A credit to the cash account is posted to the cash file for the net amount of the checks. A credit to the discount account is generated for discounts taken. A debit is made to the A/P Open file for the gross amount paid.

Check Register

The following message appears after checks are printed and okayed:

```
PLEASE MOUNT REGULAR PAPER ON PRINTER ....

(ENTER 'DONE' WHEN READY)
```

When the operator types "DONE" a Check Register prints out automatically. This register includes not only the checks printed by computer, but all checks that were prepaid, manually paid, or voided since the last check run.

The Register shows the amounts credited to cash and discounts and the amount debited to A/P. It shows each check's gross, discount and net. Vouchers paid on each check are detailed.

When the Check Register has printed out, the program posts and distributes the amounts. Then the Master Menu automatically appears.

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Release: 001
Date: 02/01/79

This program only shows manual and prepaid checks. It is useful at the end of a period when no computer checks have been generated.

The program prints this report automatically. After printing is complete, the program posts and distributes the amounts. Then the Master Menu reappears.

MASTER MENU Item #9 - Print G/L Distribution Report

This report automatically calculates and prints out what you need for posting distribution to the General Ledger. It provides a summary of dollar amounts to be posted to each account number, and, if you wish, a detailed breakdown of each voucher within the account numbers. As a double check on these amounts, the program also provides an "Accounts Payable Period Summary," giving dates and dollar amounts of computer generated checks and prepaid checks.

What the Report Contains

Accounts Payable G/L Distribution Report (Summary). Prints automatically.

- Total invoice amounts on any given day
- Subtotals for Account Numbers
- Open items in Accounts Payable accounts
- Paid items in Distribution accounts
- Grand total

These breakdowns show only the dates for which there are invoices, and dollar amounts for those days.

Accounts Payable G/L Distribution Report (Detailed). Optional.

- Open items in Accounts Payable accounts
- Paid items in Distribution Accounts
- Individual voucher amounts
- Subtotals for each account number
- Grand total

This report gives the dollar amount for each individual voucher. It also describes, for each voucher, the vendor number, P.O. number, invoice number, and invoice date.

Accounts Payable Period Summary. Prints automatically.

- New A/P added per accounting day. Includes computer-generated check totals only. This amount is the credit to Accounts Payable. This amount, minus any A/P that is currently open, is the debit to A/P.

- Checks written per cash account per accounting day. Includes both computer-generated and prepaid checks.

- Discounts taken per discount account per accounting day. Includes both computer and prepaid checks. The total of discounts on computer-generated and prepaid checks and manually prepared checks is the credit to discount accounts.

Characteristics of Reports

- Period Ending Date: All distribution entered for transactions on or before the period ending date appears on the reports.
- Transactions with dates later than the period ending date are neither printed nor purged by the program, but are kept on file.
- Transactions made during this accounting period, but which have invoice dates in a previous accounting period, appear on these reports. When entering them into the General Ledger, manually subtract their amounts from the totals for this accounting period. The credit to Accounts Payable (or cash, if it's a prepaid check) must be adjusted for each period also. This is to ensure that financial statements run for previous periods are correct.
- The Grand Total in the G/L Distribution report should equal the total of all accounts in the A/P Period Summary.

Running the Report

The screen requests:

```
PLEASE ENTER

     1. PERIOD ENDING DATE  ......

     2. SHOW DISTRIBUTION DETAIL ?
```

1. Period ending date is required. Very likely it is the date with which an accounting period ends; for example, the end of the month.

2. Answer "Y" or "N." Defaults to "N."

The screen inquires "ANY CHANGE?" If you type "N," the report prints automatically.

Then you are asked if you want to purge vouchers and distribution through the period ending date. The purge affects only the General Ledger report files. When deferred vouchers disappear from this file, they still remain in the Accounts Payable Open files. It is recommended that you purge, when the program asks for it, so that your diskettes do not become too full to hold any more data.

After you reply to the purge question, the Master Menu appears.

To end this program, type "END" in the Period Ending date.

MASTER MENU Item #10 - Print Vendor Analysis

This program can be obtained any time, as often as desired. This report does not reflect sales activity until the vouchers are paid. For each vendor, the report shows:

- Last activity date
- Purchases year to date (this figure is updated from the A/P Open file, each time the report is run).
- Percent of total purchases this vendor represents
- Discounts year-to-date (this figure is updated from the A/P Open file each time the report is run).
- Percent of total discounts this vendor represents
- Purchases and discounts for the previous year
- Grand totals for this year-to-date and last year
- The average amount of purchases for all vendors.

You may select just one or a few vendors to appear on this report, or you may select all of them. The percentages and averages are calculated on the basis of vendors selected, not on the basis of all vendors on file.

The report prints automatically, and the program returns to the Master Menu.

D-BASIC
Release: 001
Date: 07/31/79

Clear Year-To-Date Vendor Totals

MASTER MENU Item #11 - Clear Year-To-Date Vendor Totals

At the end of your accounting year, after printing out the final Vendor Analysis, you are ready to clear the year-to-date totals and start accumulating year-to-date totals for a new year. This is the program for such action. It erases the old "Last Year" information and replaces it with current year-to-date totals. The current totals are then zero and ready to accumulate a new year.

When you select this program, the screen inquires, "ARE YOU SURE YOU WANT TO CLEAR THESE FIELDS?" If you reply "N," the Master Menu appears and the data is not changed. If you reply "Y," the data is processed as described above, and the Master Menu automatically appears.

MASTER MENU Item #12 - Reconcile Checks

To assist in reconciling checks after they return from the bank, select this program. It is only available to you if you responded "Y" to the first question in the Accounts Payable Control File ("RECONCILE CHECKS?").

The program keeps a record of all checks paid, both prepaid and computer-generated. If you have more than 1 cash account, the program asks you to enter a cash account number. Then it allows you to tell it which check numbers the bank has paid. Following that, you can select a printout of paid and unpaid checks, for one cash account at a time.

When you have typed in a cash account number, or defaulted to the cash account number on the Control File, the screen displays:

```
PLEASE SELECT APPLICATION

    1. SELECT PAID CHECKS

    2. PRINT RECONCILIATION REPORT
```

Select #1, "SELECT PAID CHECKS." The day that you select this procedure for marking checks as paid or unpaid is recorded by the program as the "Reconciliation Date" for those checks. The screen display for marking checks paid or unpaid is:

```
A/P CHECK RECONCILIATION - SELECT PAID CHECKS
FOR CASH ACCOUNT:  800 -001 CASH ACCOUNT


          CHECK #      ......

          CHECK DATE

          VENDOR

          AMOUNT
```

Check Number is required. The remaining information appears automatically. If you don't type in a Check Number, pressing "RETURN" will cause the first check on file for that Account Number to appear.

1. Marking Checks as Paid

The screen then asks "RIGHT CHECK?" If you reply "Y," the screen says:

"CHECK MARKED AS PAID. TYPE 'RETURN' TO CONTINUE."

Then you may type in another check number or default to the next one in the file.

After all the checks on file have been marked as paid, for that Account Number, the screen says, "NO MORE CHECKS FOR THIS ACCOUNT."

2. Marking Checks as Unpaid

You may select a check that has already been marked as paid. The screen says, "RIGHT CHECK?" If you reply "Y" (for Yes), the screen says:

"CHECK ALREADY PAID-DO YOU WISH TO MARK AS UNPAID?"

If you respond "Y," the message appears:

"CHECK MARKED AS UNPAID. TYPE 'RETURN' TO CONTINUE"

To end this process, type "END" in the Check Number position. The Check Reconciliation menu appears.

Now select #2, "PRINT RECONCILIATION REPORT." For this report you may wish to show just unpaid checks or, if they are not purged, you may wish to show paid checks as well, with the dates that they were reconciled (marked paid).

The program for report printing asks, "DO YOU WISH TO SHOW PAID CHECKS?" If you reply "N" (No), the listing of unpaid checks prints automatically.

If you reply "Y" (Yes), the program inquires, "FOR WHAT CHECK RECONCILIATION DATE?" This question requires an exact date, not the date that an accounting period ends. It means, the date on which you marked checks as paid, on the computer. "ALL" can be entered to show checks reconciled for several dates. This question defaults to today's date. The report of paid and unpaid checks then prints automatically.

If there are paid checks on file for this account number, the question appears, "PURGE RECONCILED CHECKS JUST PRINTED?" Whether you reply "Y" or "N," the program returns to the beginning and asks for another account number. Type "END" beside this question, to bring back the Master Menu.

Error Correction:

If you discover that a check amount differs from the amount entered in the A/P system, a new voucher must be entered to facilitate the correction.

The correcting factor should be a prepaid voucher. A short description of the correction and incorrect check number may be entered in the P.O. Number and Invoice Number fields. Enter the check number as 000000 to designate that it is a correction only. This correction will appear on the next check register.

The amount of the check should be the difference of the check written and the amount entered. This may be a positive or negative amount. The distribution must be corrected also.

NOTE:

If multiple cash accounts are used, only one cash account may be reconciled at a time.

MASTER MENU Item #13 - Job File Maintenance

During the Initializing procedure (Item #16 on the Master Menu), you set up a Control File. Question #2 in the Control File set-up was, "WILL JOB NUMBERS BE USED?" If the answer was "Y", then you must set up job files, via Procedure No. 13. The "Y" answer meant: Yes, my company tracks expenditures for individual projects or jobs.

Prior to setting up the job number file, decide what jobs your company is tracking individually and assign each one a number, not more than 6 digits long.

If your company is not tracking expenditures for individual jobs, ignore this procedure.

The Job File, and the distribution of expenses to Job Numbers, are for internal use only. They provide data for a report, but do not have any relationship with the general ledger.

If your company uses Job Numbers:

- The job number and description must be defined in this Job File before the Accounts Payable program will let you distribute any vouchers to it.
- After a job is completed, it may be deleted from this file or left on file for record purposes.
- A job number should not be deleted if anything anywhere else in the system is distributed to it. Individual records, or vendor activity year-to-date, must be purged first. Also, you should print the Job Distribution Report (#13 on Master Menu) before deleting a job number.

The menu for Job File Maintenance is shown below:

```
PLEASE SELECT APPLICATION .

      1. ADD NEW JOBS

      2. CHANGE/INQUIRE JOBS

      3. DELETE JOBS

      4. PRINT OUT JOBS
```

To end this program, type "END" after "PLEASE SELECT APPLICATION".

Add New Jobs

When you are "building the Job File" (adding new jobs), the program prompts as follows:

```
1. JOB #          ......

2. DESCRIPTION
```

1. Job No - Required. Maximum of 6 digits. Numeric only. Must be right justified.

2. Description - Maximum 30 characters. Alphanumeric. Optional; defaults to blank.

When the phrase "ANY CHANGE?" appears, you may change anything in the job number or the description. When you type in "N" for No, the program puts the data on diskette and clears the screen for a new job number.

To end this process, type "END" beside #1, "Job No."

Change/Inquire Jobs

To look at a description or change it, select this program. When you type in the Job Number, the Description automatically appears.

This program works like the "Add" program, except that when it asks, "ANY CHANGE?" it will only allow you to change the description. The job number can no longer be changed, except by deleting it, and entering it as a new "Add." Defaults to "N", no change.

To end this program, type "END" in the Job Number position.

Delete Jobs

To delete a Job Number, select this program. When you type in the Job Number, the Description automatically appears.

When the screen asks, "RIGHT JOB?" type in "N" if it's not the right job or if you are not sure. If you answer "Y" the job is deleted. Defaults to "N."

To end the program, type "END" in the Job Number position.

Print Out Jobs

When you select this program, the screen display asks for starting and ending Job Numbers. It will only print the ones you request, and in the order you request them.

If you type in "ALL" in the "Starting #" position (this item also defaults to ALL) the report prints out every job, by job number sequence, and returns to the menu for Job File Maintenance. (In this case job numbers are left justified.)

If you type in a starting number (it can be the same as the ending number), the requested jobs print out and the screen again asks for (more) job numbers. To stop this process, type "END" in the Starting Job Number position.

MASTER MENU Item #14 - Print Job Distribution Report

This report is a valuable tool for tracking expenses of projects your company has in-house. For each Job Number, it shows the amounts currently on file for Accounts Payable and the check amounts distributed to Expense Accounts and any other accounts that checks have been distributed to. The amounts are broken down within the Accounts by voucher number. For each voucher the report also shows vendor number, P.O. number, invoice number, and invoice data.

The program requests the Period Starting Date and Period Ending Date; e.g., the time period you wish the report to cover. Both of these are required and must be entered. The question "ANY CHANGE?" defaults to No.

You have the option of purging all data shown in the report, after the report prints. After you respond to the question on purging, the Master Menu appears.

MASTER MENU ITEM 15 - BACKUP DATA DISKETTES

This Backup procedure guides the user in making copies of data diskettes. After Initialization (see Procedure 16 from the Master Menu) the program automatically adjusts its instructions to the number of drives and diskettes on your computer; i.e., either 2 drives or 4 drives. (If your computer has 4 drives, it is referred to as having "auxiliary disk drives.")

Your diskettes should be copied (backed up) every day. It is best to keep a duplicate diskette from each of several days in your backup file. This way a mistake which has gone unnoticed for a few days can be recovered.

To back up Data Diskettes, the setup is as follows:

1. Accounts Payable System Diskette - you have 1 System Diskette. Sometimes called the "Runtime Diskette," it contains all the procedures for doing Accounts Payable on your Durango F-85. This will be on Drive Ø.

2. Accounts Payable Data Diskette(s), Current - a "current" Data Diskette is one on which you are currently entering your Accounts Payable data. This (these) will be on Drive 1 (2, 3) and should be externally labeled as AP DATA 1 (and AP DATA 2, AP DATA 3).

3. Backup Diskette(s) - you will need as many backup diskettes as you have current data diskettes. Newly formatted diskettes may be used, or backup diskettes filled with old data that has been superseded. These should be externally labeled AP BACKUP 1 (and AP BACKUP 2, AP BACKUP 3) corresponding to the AP DATA 1 (2, or 3).

The auxiliary disk drives are frequently placed next to the F-85 in this sequence.

Drive 1 is usually the drive closest to the keyboard. The System Diskette is always inserted in Drive 0 and the Data Diskettes are placed in their "home" drives - the drives which correspond to their diskette number (e.g., Data 1 goes in Drive 1). During Backup, the Data 1 Diskette is removed from its drive, because each Backup Diskette is inserted in Drive 1. Backing Up proceeds from Data 1 (or from the System Diskette if that contains any permanent data) in numeric sequence through Data 3.

After you select Item 15 from the Master Menu, the following screen appears:

```
PLEASE INSERT THE CURRENT "AP DATA 1" DISKETTE INTO DRIVE 0

PLEASE INSERT THE BACKUP "AP DATA 1" DISKETTE INTO DRIVE 1


          ENTER "DONE" WHEN READY:  ....
```

Note that it is the current data diskette, AP DATA 1, which goes in Drive 0. For this step only, AP DATA 1 is located outside of its "home" unit. That is because Unit 1 must contain the Backup Diskette for the program to work. Note also that the System Diskette must be backed up if it contains permanent data files. If the System Diskette contains permanent data the first screen instructs: "Please insert the AP SYSTEM DISKETTE into Unit 0" rather than starting with "AP DATA 1".

After placing your diskette in the units as instructed, enter "DONE" and press "RETURN". The next instruction is:

```
                BACKUP DATA DISKETTES


                PLEASE TYPE IN "COPYU 0 1"

                :
```

After typing "COPYU Ø 1", press "RETURN". Now the program transfers the contents from the current diskette to the backup diskette.

When the copy is complete, you are asked to replace your "AP SYSTEM" diskette back in Drive Ø.

```
      PLEASE BE SURE "AP SYSTEM" DISKETTE IS IN DRIVE 0


      PLEASE ENTER "DONE" WHEN READY:
```

When your diskettes are back in place, the "LGO" and "BACKUP" appear on the screen.

The Backup program makes sure that there were no errors during the copy. (See the description of Error Messages at the end of this procedure.) If you have a Data 2 Diskette, the next screen which appears is:

```
PLEASE INSERT THE BACKUP "AP DATA 2" DISKETTE INTO DRIVE 1

        ENTER "DONE" WHEN READY:  ....
```

Instructions for backing up AP DATA 2 are similar to the steps described above. The current diskette does not have to be moved from its "home" drive.

When all diskettes are backed up the message appears:

```
YOUR BACKUP PROCEDURE FOR 09/01/79 IS COMPLETE

PLEASE BE SURE THAT ALL OF YOUR CURRENT DATA DISKETTES
      ARE IN THEIR PROPER DRIVE UNITS

DO YOU NEED TO RESTART THIS BACKUP (Y/N)? .
```

If you reply "N", the program returns you to the Master Menu.

Error Messages

Backing up diskettes for the auxiliary drive system means organizing 5 or 7 current and backup diskettes in one workspace. Since some confusion could arise, this program constantly checks for errors. Some of the possible error messages are described below.

* WARNING *

1. BOTH YOUR CURRENT AND YOUR BACKUP DISKETTES ARE DATED 07/27/79

   DO YOU NEED TO INSERT ANOTHER BACKUP DISKETTE (Y/N)?

Here the program checks the date on the backup diskette, so you can make sure you have not accidentally inserted your most current diskette. You have the option of inserting an older Backup Diskette or of answering "N", at which point it will ask if you want to continue. If your Backup Diskette is more current than your "current" diskette, the program will not let you continue. An older backup diskette or newer "current" diskette must be inserted.

* BACKUP PROBLEM *

2. YOUR CURRENT DATA DISKETTE LABEL IS "AP SYSTEM"
   HOWEVER, YOUR BACKUP DATA DISKETTE IS "AP DATA 1"

   THE CURRENT "AP DATA 1" DISKETTE MUST BE INSERTED IN DRIVE 0
   THE BACKUP "AP DATA 1" DISKETTE MUST BE INSERTED IN DRIVE 1

   ENTER "DONE" WHEN READY, OR "END" TO TERMINATE ....

The program continuously monitors the labels of diskettes to see which drives they belong in.

3. THE DISKETTE ON UNIT 1 CANNOT BE READ BY THE SYSTEM

or:

THE DISKETTE ON UNIT 1 IS WRITE PROTECTED.

In either case the screen continues:

PLEASE INSERT THE CORRECT (FORMATTED) DISKETTE IN UNIT 1
TYPE IN "DONE" WHEN READY, OR "END" TO TERMINATE

After you insert your backup diskette in drive 1, the program looks for the diskette label and last backup date. If the diskette is unformatted, or if it cannot be read, the above error message appears.

4. THE PREVIOUS BACKUP OF UNIT—1 DISKETTE-

"AP DATA 1" HAD ERRORS

DO YOU WANT TO RETRY THIS BACKUP (Y/N)?

The program informs you of errors during processing and allows you to repeat backups that have errors. Errors occur if the system cannot read or write part of your diskette. This could occur after repeated usage or if the backup diskette gets damaged during storage or handling.

5. If you had problems during the backup procedure, and want to re-try the backup of one particular unit, the final Backup message provides that opportunity. It says:

YOUR BACKUP PROCEDURE FOR 07/27/79 IS COMPLETE

PLEASE BE SURE THAT ALL OF YOUR CURRENT DATA DISKETTES
ARE IN THEIR PROPER DRIVE UNITS

DO YOU NEED TO RESTART THIS BACKUP (Y/N)?

Type in "Y" (Yes). The program then asks what unit you'd like to start from. Type in the unit number for the Data Diskette which you had problems backing up (example: Data 2 would be "2"; the System Diskette would be "Ø"). The program starts from that unit number and proceeds as above.

NOTE: DO NOT USE THE "COPYU" COMMAND OUTSIDE OF THE BACKUP PROGRAM, AS IT DOES NOT HAVE PRECAUTIONARY MESSAGES. ERROR CHECKING IS DONE ONLY WITHIN THE BACKUP PROGRAM.

D-BASIC
Release: 001
Date: 07/31/79

Initialize A/P System

MASTER MENU Item #16 - Initialize A/P System

In order to use your Accounts Payable software, you must initialize it. Your dealer may wish to do this for you. Initializing the software system tailors it to your company's unique needs. These procedures tell the computer how much room to create on the diskette for each type of file based on your company's current size and estimated growth. Initializing makes it possible for your company name to print out on reports and permanently stores account numbers which your company has decided to use.

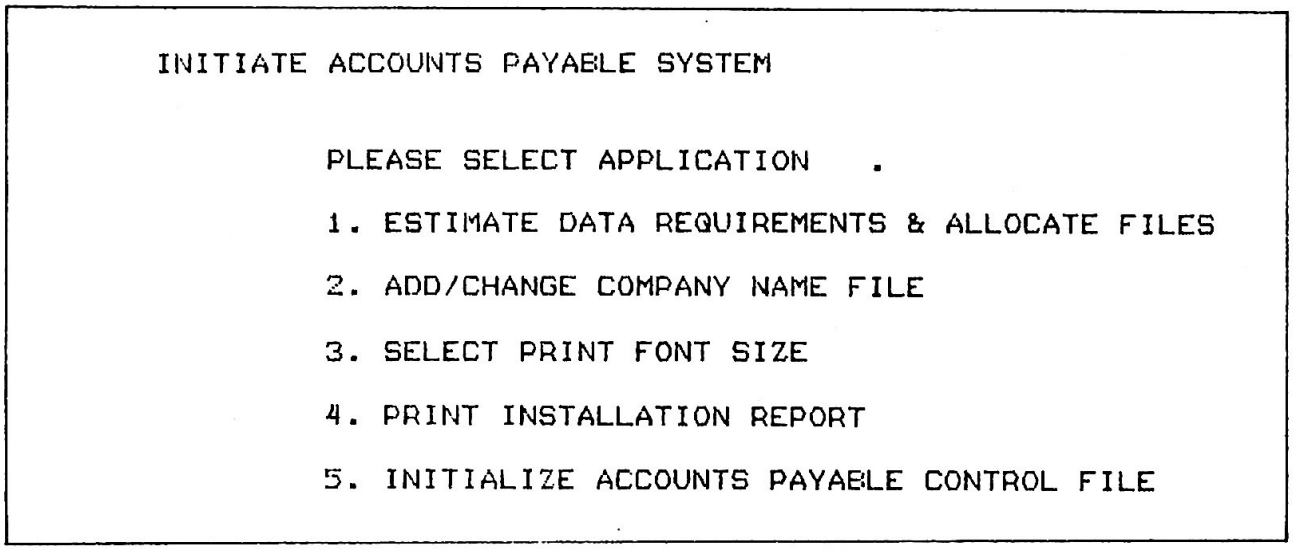
Your Accounts Payable Software system only needs to be initialized once; the first time you use it. In the event that you want to change something (such as the company name, or address, or accounting codes), you can do those initializing procedures again. Do not, however, do the "Allocate Files" procedure again.

Items you will need to Initialize the Accounts Payable System are:

1. The Accounts Payable System Diskette.
2. Formatted Diskette(s) should be labelled "AP DATA 1", "AP DATA 2" and so on; the numbers correspond to their "home" drives.
3. Your Accounts Payable Operators Instructions.
4. Estimated counts prepared.
5. A list of the accounting numbers your company has decided to use for:

    a) Accounts Payable
    b) Cash Accounts
    c) Discount Accounts
    d) Other accounts, such as Expenses, Withholding tax, Interest

Type in "16" on the Master Menu to get the "Initialize A/P System" procedure. The screen then shows the menu for initializing the system. Select #1, "ESTIMATE DATA REQUIREMENTS AND ALLOCATE FILES."



16-1

This procedure may have been performed by your authorized Durango dealer prior to delivering the system to you. It is only presented here to have complete documentation. This program creates data files that are sized according to your estimated number of transactions and your estimated number of customers, salespeople, and monthly commissions. It automatically allocates the files among the number of diskettes that your company uses (e.g., 1, 2 or 3 data diskettes). The data diskettes should be externally labeled "AP DATA 1" or "AP DATA 2", corresponding to which drive it is allocated in.

Upon selecting #1 from "Initiate Accounts Payable", the following screen appears:

```
ESTIMATE DATA REQUIREMENTS FOR ACCOUNTS PAYABLE

  DISKETTE CONFIGURATION: (2 OR 4 UNITS)?
  HARD DISK CONFIGURATION: (0 OR 1 DISKS)?
  MAXIMUM NUMBER OF VENDORS?
  MAXIMUM NUMBER OF JOBS?
  MAXIMUM NUMBER DAILY TRANSACTIONS?
  AVERAGE NUMBER OF DISTRIBUTIONS PER TRANSACTION?
  MAXIMUM NUMBER OPEN VOUCHER ITEMS PER MONTH?
  MAXIMUM NUMBER OF G/L ACCOUNTS?
  ARE YOU GOING TO RECONCILE CHECKS?
```

After the operator enters the requested information and responds "N" (No) to "ANY CHANGE?", the program calculates the required file sizes. The disk requirements are automatically displayed on the screen:

```
                          BLOCKS      DEFAULT  DEFAULT UNIT     OVERRIDES
FILE    ORG   # RECD    DATA : KEY    ON/OFF   DATA : KEY   ON/OFF  DATA  KEY

CUSFIL   I      50      5    : 4      0          3 : 3
VENFIL   I     100      40   : 6      0          2 : 2
NAPTRX   I     200      49   : 9      0          1 : 1
NAPDIS   I    1000      63   : 93     0          1 : 1
APOFIL   I     500      129  : 32     0          2 : 2
APDIST   I    2500      201  : 181    0          3 : 3
APJHFL   I    1700      206  : 156    0          3 : 3
AGSFIL   I     500      75   : 20     0          1 : 1
CRSFIL   I     500      92   : 20     0          1 : 1
APCRFL   I     500      45   : 39     0          3 : 3
JOBFIL   I     100      8    : 6      0          3 : 3
VENIDX   I     100      6    : 11     0          2 : 2
APCRIX   I     500      43   : 48     0          1 : 1
GLDIDX   I    2500      137  : 159    0          1 : 1
APCTL    R     2        1    :        0          1 :
APPASS   R     2        1    :        0          1 :


PRESS RETURN TO LIST MORE FILE REQUIREMENTS
```

Two screens are required to list all the A/P files after you press "RETURN" the following screen appears.

```
DISK REQUIREMENTS -- ACCOUNTS PAYABLE

                                BLOCKS      DEFAULT  DEFAULT UNIT     OVERRIDES
 FILE    ORG    # RECD      DATA : KEY     ON/OFF   DATA : KEY    ON/OFF  DATA  KEY

 CONAME   S      5          1    :         0        1 :
 STMENT   S      1          1    :         0        1 :




UNIT/BLOCK TOTALS:  0 / 911 .. 1 / 850 .. 2 / 244 .. 3 / 871 ..
DO YOU WANT TO RE-ESTIMATE THE DATA REQUIREMENTS (Y/N)? .
```

Most of the information on this screen does not concern the average user. You need only look at the messages at the bottom of the screen.

1. Unit/Block Totals: x/xxxx — The number in front of the slash (/) is the Unit or Drive number. The numbers behind the slash represent the total blocks needed for the files for the diskette in that drive. If the needed files are too big for the diskette, a pair of asterisks appears to the right of the Unit/Block number.

   For example, if you have too much data for your Data 2 Diskette, the Unit/Block number might read "2/ 1268 ** ". The asterisks indicate the files will not fit, and an additional message appears:

   *** THE PRESENT CONFIGURATION WILL
   NOT FIT AS SET UP . . . . PRESS RETURN ***

2. Do You Want to Re-Estimate the Data Requirements (Y/N)? — If one of your diskettes is too full, you may want to enter your counts again. Perhaps you made a typing error. When you re-estimate the counts, each item on the "Estimate Data Requirements" screen defaults to the number previously entered there.

   If, after re-estimating, your files still do not fit on the diskettes, see "NOTE" at end of this procedure.

   After you reply "N" to this question, a second question appears:

3. Do You Want to Override the Default Unit (Y/N)? — If your files fit the diskettes, the answer to this is "N", (No). (Default Units are the drives to which the program has automatically assigned each file.) Then the screen asks,

4. OK To Start Allocation (Y/N)? — As long as your estimated file sizes fit into space available on each diskette, the answer to this may be "Y".

While allocation is taking place, the following screen appears:

```
        ALLOCATING FILES FOR  ACCOUNTS PAYABLE




              PROCESSING OCCURRING  . . .  PLEASE WAIT
```

NOTE: Do not allocate if the screen indicates that one or more of your diskettes cannot hold the data you estimate you will have. At that point, you should move some of the files to diskettes which have room for them. This "override" of the assigning of files is best done by your dealer.

When allocation is complete, the Initiate menu appears. Select Item 2.

Error Message — If a message appears on the screen, "PERFORM DISK CLEANUP AND RESTART PROGRAM ... " one of your data diskettes has old files on it. The program will only allocate files to blank, formatted diskettes. Press "RETURN" and begin the Initiate procedure again, with fresh diskettes.

16-2

When you print reports, the computer "finds" the company name in this file and prints it out as part of the report heading. For procedure 16-2, the screen displays:

```
SET UP COMPANY NAME


  COMPANY NAME
  ..................................................
  ADDRESS LINE-1
  ..................................................
  ADDRESS LINE-2
  ..................................................
  ADDRESS LINE-3
  ..................................................
  ADDRESS LINE-4
  ..................................................
```

Each line can contain a maximum of 50 characters, including both letters and numbers. If you press "RETURN," nothing appears in that line.

When you are through entering "ADDRESS LINE-4," the question appears, "DO YOU WISH TO MAKE CORRECTIONS? Y/N?" A No ("N") answer causes the Initializing menu to reappear. Pressing "RETURN" causes a default to No.

If you type in "Y" (Yes), the screen positions you to the first line, "COMPANY NAME." Go ahead and enter any changes.

When the Initializing menu appears, at the end of this procedure, select #3, "Select Print Font Size."

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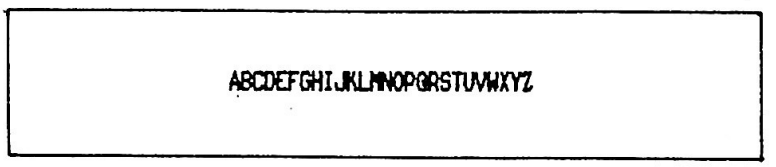
16-3

This procedure is optional. Your reports will print in the normal size (132 characters per line) if you do not select it. If you would like the compressed font (217 characters per line), answer "C" to the question,

WHAT SIZE PRINT FONT DO YOU WANT TO USE?

Example of Normal Print Size



Example of Compressed Print Size

16-4

You may not select this procedure until Procedure 1 (Estimate Disk Requirements and Allocate Files) has taken place. The Installation Report begins to print as soon as Item 4 is selected from the Initiate menu. Be sure you have installed paper in your F-85.

The Installation report is a summary of the "Disk Requirements" which were allocated in Procedure #1 of the Initiate program. It gives you a printed, permanent record of which files are on which diskettes and how many records you estimated the file would need to hold.

When the report is printed, the Initiate menu appears. Select Procedure 5, "Initialize Accounts Payable Control File."

16-5

The purpose of this program is to tailor the Accounts Payable software system to the accounting procedures your company uses. The answers you give to these questions affect almost every program in the system. It is important, therefore, to know what each question is really about. Then make selections that will be the most useful and efficient for your accounting and reporting requirements.

Definitions

For the purpose of this section, the following definitions are understood.

Default Account:

> The most frequently used general ledger account number for a particular transaction (such as Accounts Payable). In subsequent programs, the operator may default to this account number by simply pressing "RETURN" and does not have to enter the entire 3 to 7-digit account number. The default account numbers must be added to the distribution file when that file is set up.

Job Number:

> Number assigned by your company to track expenses for a specific job or project.

Multiple Accounts:

> More than one account number is used for a specific account (e.g., Accounts Payable). If different main accounts exist or profit centers are used, multiple accounts exist.

Control File Data Entry

Prior to answering the Control file questions, compile a list of all your account numbers. The accounts for which you must have numbers include:

> Accounts Payable
> Cash Account
> Discount Account

Each of these kinds of accounts may have several account numbers. In addition, you may have various expense accounts, interest account numbers, withholding tax accounts, accrual accounts, and others. (See Appendix I, "Special Uses of Accounts Payable," for an overview of special accounts you may have or want to set up.)

You have a choice of the following formats for account numbers:

XXX
XXX-X
XXX-XX
XXX-XXX
XXXX
XXXX-X
XXXX-XX
XXXX-XXX

The software is set up so that if you press "RETURN" after the third or fourth digit, the hyphen automatically appears. If you don't want the hyphen, press "RETURN" again and the hyphen disappears. If you type in a hyphen from the keyboard, the computer does not accept it. Account numbers can only be numeric; they cannot include punctuations or letters.

When you select Procedure #4 from the Initializing Menu the following questions appear:

```
1. RECONCILE CHECKS ?
2. WILL JOB NUMBERS BE USED ?
3. AUTOMATIC POSTING TO GENERAL LEDGER ?
4. POST DISTRIBUTION - SUMMARY OR DETAIL ?
5. ONLY 1 ACCOUNTS PAYABLE ACCOUNT ?
6. DEFAULT ACCOUNTS PAYABLE ACCOUNT NUMBER:
7. ONLY 1 CASH ACCOUNT ?
8. DEFAULT CASH ACCOUNT NUMBER:
9. ONLY 1 DISCOUNT ACCOUNT ?
10. DEFAULT DISCOUNT ACCOUNT NUMBER:
11. LAST VOUCHER NUMBER USED:
12. NUMBER OF DAYS BEFORE WARNING:

ANY CHANGE ?
```

1. Reconcile Checks? - Y (Yes) or N (No). If No, the check reconciliation program will not function.

   If Yes, all checks entered into the A/P files will be stored, to be marked "PAID" when they come back from the bank. This program prints out and totals the paid and unpaid checks, to help in balancing the checking accounts.

2. Will Job Numbers Be Used? - Y (Yes) or N (No). If no, a job distribution report will be unobtainable. Job distribution reports are valuable for budgeting and tracking expenses by project number or job number.

3. Automatic Posting to General Ledger? - Y (Yes) or N (No). The answer to this should be "N" (No) until a month before the General Ledger SBA software is scheduled to interface with Accounts Payable. If you select "Y" (Yes) the Accounts Payable system will not allow purging of transactions from your Accounts Payable Distribution file until that interface is executed.

   In the meantime, if you wish to manually enter transactions into the General Ledger, use the printed General Ledger distribution report from A/P for input information.

   At the time the interface software is installed you may change your control file to allow automatic interface to General Ledger.

   In order to interface to the General Ledger the following conditions must exist:

   A) The General Ledger system must be used; and
   B) There must be complete continuity of all accounts used in the A/P system with those that exist in the General Ledger. This includes both main accounts and profit centers. Should distribution occur to an A/P account which does not exist in the G/L, an out of balance condition will result.

Other Considerations

Automatic Interface:

- Substantial input time of entries to the General Ledger is saved.
- All corrections and adjustments should be made through the A/P system to assure proper balances within balance sheet account. This will leave a good audit trail.
- Errors not corrected in the Accounts Payable system are transferred to the General Ledger. Corrections must be made on the General Ledger level. This may tend to override some internal controls. To prevent this, carefully verify the G/L distribution reports, voucher registers and check registers prior to the interface.

Manual Interface:

- Manual entry to the G/L allows for changes and correction of data without making adjustments within the A/P system.
- Manual entry allows for greater manipulation of A/P entries. However, be sure you keep an audit trail.

4. Post Distribution-Summary or Detail? - "S" (Summary) or "D" (Detail). Enter "D" if you wish distribution for each voucher. Enter "S" if you wish to summarize by account number for each day.

Considerations:

- When using a detailed post, estimate the number of transactions per period that will be posted. Compare this to the size of the temporary G/L file. It may be necessary to post more than once per accounting period if the number of A/P entries are greater than the file can handle.
- If a detailed post is used, a summary post could be made when posting from the G/L temporary file to the G/L permanent file. This will result in one amount being posted for each accounting period and enable detailed G/L records to be kept.
- A summary post may also result in a full file situation. It is advisable to estimate the number of entries per period and determine whether the interface should be made more than once per period.

5. Only 1 Accounts Payable Account? - "Y" (Yes) or "N" (No). If No, multiple accounts are accepted by the system for report breakdowns. You must answer no if:

   - You have more than one Accounts Payable account;
   - Profit centers are maintained on the balance sheet;
   - Payments of liabilities other than Accounts Payable (for example, leases or notes) are to be made by the system.

   If Yes, all A/P activity is posted to the account entered for Line 6 (below) and:

   - The A/P account number does not have to be entered by the operator for each transaction.
   - Profit centers or multiple accounts may not be maintained by the system.

6. Default Accounts Payable Account Number: - (see paragraph above on Account-Number formats): If No is entered for Line 5, this will be the default Accounts Payable number.

   If Yes is entered for Line 5, this will be the General Ledger account to which all payable entries are posted.

7. Only 1 Cash Account? - "Y" (Yes) or "N" (No). If no, multiple cash accounts may be used. When multiple cash accounts are used, account balances will be maintained by account. Also, check reconciliation will be done by account number.

   If Yes, all cash activity is posted to the account number entered for line 8.

8. Default Cash Account Number: If No is entered for line 7, this will be the default cash account.

   If Yes is entered for line 7, this will be the General Ledger account to which all cash entries are posted. It must correspond exactly to the cash account used in the G/L if the automatic interface is used.

9. Only 1 Discount Account? - "Y" (Yes) or "N" (No). If No, the discount account must be entered for each check run and all prepaid checks. It is possible to maintain multiple discount accounts while using one cash account.

   If Yes, all discounts taken are posted to the discount account entered for Line 10.

10. Default Discount Account Number: - If No is entered for line 9, this will be the default discount account.

    If Yes is entered for line 9, this will be the General Ledger account to which all discount entries are posted. It must correspond exactly to the discount account in the G/L if the automatic interface is used.

11. Last Voucher Number Used: - This must be the last voucher number used prior to entering new payables into the system. When entering new payables, the subsequent number will be the first voucher number assigned by the computer. Do not use voucher numbers lower than those on file. At the end of a purge, however, voucher numbers are no longer on file and could possibly be re-used, by re-entering a number in this item. Voucher numbers must be 6 digits long, numeric only. If they are not 6 digits long, they should be right justified and preceded with zero's.

12. Number of Days Before Warning: - This is the maximum number of days the invoice date entered for a new voucher may differ from the system date. Exceeding this number of days will cause a warning message to be displayed to the operator when entering the invoice date on new A/P transactions. This feature is designed to help reduce operator error.

    The operator may still enter the invoice, but the financial statements may not be accurate, and the invoice amount may have to be separated out of the totals by hand. A typical Warning Days Control would be 30 days, which is the length of many companies' accounting period.

SECTION II

OPERATOR INSTRUCTIONS

GENERAL LEDGER

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DURANGO

FOREWORD

The Durango Small Business Application (SBA) family of application packages provides comprehensive functions dedicated to the needs of typical small businesses. These packages are provided ready to use and require only that your specific data be installed. Especially easy to use, the various business functions are selected from a menu displayed on the video screen. Once a function is selected the screen then prompts the operator through the data entry, posting and report selection phases.

This manual is designed to provide you with a detailed guide in the installation and day-to-day operation of this SBA module. The only additional manual you will need is the F-85 Operator's Manual.

A general overview is provided in the Introduction to help familiarize you with this module's capabilities and features. Section 2, General Data Entry Rules, provides a brief tutorial on the more general aspects of operating the system while Section 3, Operator Instructions, details the specific installation and operation procedures. A glossary of terms used throughout this guide is furnished in Section 4.

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The General Ledger package in the Small Business Applications System has all the capabilities necessary for handling required daily Journal entries and printing periodic reports for a complete General Ledger and Financial system.

The goal of the General Ledger software is to facilitate entry and generation of journal transactions; produce financial reports for analysis; and to produce an accurate Balance Sheet and Profit and Loss Statement. The reports can be printed out for the entire company and also broken down by Profit Center or division. In addition, Supporting Schedules are available for both the Balance Sheet and the Profit and Loss Statement.

The summary of General Ledger features and functions appears below:

Features & Functions

- Entry and Editing of General Ledger Journal Transactions
- Printing Journal Transaction Register
- Post New Transactions to General Ledger Journal File
- Print General Ledger Trial Balance
- Print General Ledger Source Cross Reference
- Print Profit and Loss Statement
- Print Balance Sheet
- Print Financial Statement Supporting Schedules
- Add, Change, or Delete Information in Chart of Accounts File
- List General Ledger Account Master File Information

Procedures

The following includes brief descriptions of all procedures, including available options:

1. TEXT FILE MAINTENANCE

   The text file is used for footnotes, headings, opinions, etc., to appear on the Financial Statements and Supporting Schedules. The file may contain up to 99 text statements. This procedure encompasses all activities applying to the maintenance of the Text file, including the addition of new statements, changing existing statements, deletion of statements, and generation of a printed listing of the statements.

2. CHART OF ACCOUNTS MAINTENANCE

   This program is used to create, change, display, delete, and list data held in the Chart of Accounts file. The Chart of Accounts setup creates the formats for Financial Reports and specifies which accounts are posted to. In the General Ledger software, the choice of reports and supporting schedules is very flexible, due to the options in the Chart of Accounts file. Each account held in the Chart of Accounts has the following information entered and maintained:

- Account number description, & profit center
- Counter-balance account number (if used)
- Automatic distribution code (if used)
- Financial statement & supporting schedule codes
- Budget and comparative amounts

This procedure also provides for the selection of various printouts of the Chart of Accounts. The first print program shows all accounts including, if desired, budget and comparative information by profit center. Sorted format codes of the various financial statements are also available via the second print program.

3. DISTRIBUTION CODE FILE MAINTENANCE

This procedure is used to add, change, display, delete, and list information held in the Distribution Code file. This file allows an automatic distribution to 2 or more accounts (according to percentages set up) at the time a journal transaction is entered.

4. ACCOUNTING PERIOD FILE MAINTENANCE

This file establishes the fixed accounting period for the fiscal year - up to 13 periods per year may be specified. The period may be monthly, quarterly, etc., and dates entered for each period are at the user's discretion. Along with the initial entry of the accounting periods, this procedure allows for changing, displaying, and listing the data held in this file.

5. G/L TRANSACTION ENTRY AND EDITING

Through this program journal entries are made to the general ledger. The account number, date, amount, source code, and reference are entered for each transaction. A running total of all entries is displayed during the entry process (after all entries have been made, this amount should equal zero). The entry program also allows for automatic counter balancing, accrual reversal, and automatic distribution, if your company selects these options.

Once all the entries have been made, an edit list may be printed for verification of entries. After the verification is completed, the user may post the transactions to the YTD Journal file. The Journal Transaction register is also printed. Included on the register are all journal entries, as well as counter-posted entries, reversing entries for accrual reversals, and the breakdown for automatic distribution.

6. TRIAL BALANCE/GENERAL LEDGER REPORT

The Trial Balance may be run on request for selected profit centers or consolidated. The report may be printed in a detail or summary format by G/L account. The program allows for entry of dates and account number ranges. The report displays for each account, the beginning balance, credits and debits posted during the specified period, net change, and ending balance.

7. G/L ACCOUNT INQUIRY

Account Inquiries may be made on request and offer a visual display of all journal entries made to the selected account within a specified period. The program also displays the beginning balance for the period specified, total debits and credits, net change, and ending balance.

8. G/L WORKSHEET

The G/L Worksheet provided by this program, assists the user with closing and adjusting entries. The program may be run when desired, and allows the selection of profit center, range of accounts to be printed, and specific date range.

9. FINANCIAL STATEMENTS

The Financial Statement program is a comprehensive program providing for the automatic generation of financial statements, supporting schedules, and source and application of funds reports. When this procedure is initiated, a selection screen is presented to the operator. This screen allows the selection of financial reports; and by each profit center (if desired), type of format and number of original copies to be printed for each report. After selections have been made, the following reports may be printed automatically:

- Profit and Loss Statement
- Supporting Schedules for P & L Statement
- Balance Sheet
- Supporting Schedules for Balance Sheet

10. SOURCE CROSS REFERENCE REPORT

This report details, by source code, all entries for a specified period. For each transaction listed, the account number, date, amount, and reference are displayed.

11. UPDATE COMPANY NAME

The company name, which appears on the Balance Sheet and Profit and Loss Statement, may be revised and updated through this program.

12. YEAR END PROCEDURE

After financial reports for the fiscal year are run, and backup copies of General Ledger data diskettes are made, this program updates the files in preparation for the year to come. This program consolidates all year-to-date balance sheet accounts into one balance-brought-forward figure. Then the program clears all transactions dated on or before the fiscal year ending date. Last year comparative figures are updated.

13. JOURNAL FILE COMPRESS

This feature compresses the numerous daily Journal entries into a summary. All General Ledger entries for each day may be compressed to one transaction for that day for each account. If desired, the data may be even further compressed to one transaction per accounting period for each account.

14. BACKUP GENERAL LEDGER DATA DISKETTE

The "backup" function is a fast, simple procedure for making copies of data diskettes. It is an important safeguard, in case diskettes are lost or damaged.

15. INITIALIZE GENERAL LEDGER

This feature tailors the General Ledger programs to your company's particular accounting structure. It provides for such options as separate financial reports for more than one profit center, and for automatic accrual reversal entries.

CONVERSION TO THE GENERAL LEDGER SBA

The first step that should be taken is deciding on the structure of the Chart of Accounts. The details of this process are contained in a separate section. Once the chart structuring is complete, data entry may be begun.

Before the system becomes operational, the following Procedures must be run to provide a data base for General Ledger. They should be run in the order specified below.

	Menu item	
1)	15.	Initialize General Ledger system.
2)		Set up Company Name file.
3)		Set up G/L Control file.
4)	11.	Set up Financial Statements Company Name file.
5)	4.	Build the Accounting Period file.
6)	2.	Build the Chart of Accounts file.
7)	3.	Build the Automatic Distribution file.
8)	1.	Build the Text files.
9)	5.	Enter Year-to-Date Balances.

Once the General ledger data is entered, proceed as follows:

1) Run parallel with the existing General Ledger system.

2) Convert to complete utilization of the new General Ledger system.

Each of the initial Procedures is described in the Operator Instructions which follow. Below is a summary of what is accomplished in each step.

1. Initialize General Ledger System:

   This may have already been done for you by your Durango dealer. Initialize sets up files according to number of accounts and transactions, etc.

2. Company Name File:

   Contained in this file is the name of the company which will appear at the head of all reports, except for Financial Statements which require a special company name.

3. G/L Control File:

   In this program you can allow for multiple profit centers reporting, if that is desired. Also you can set up automatic accrual reversal entries.

4. Financial Statements Company Name:

   Here you enter the Company Name the way you want it to appear on the Balance Sheet, Profit and Loss Statement, and Supporting Schedules.

5. Build the Accounting Period File:

   This will contain all accounting periods in your fiscal year. It is used for verification of G/L entries and printing financial statements, as well as year-end procedures.

6. Build the Chart of Accounts File:

   This is the actual entry of each account. At this time the operator may enter:

   - the account number and description,
   - counter-balance account (if used),
   - automatic distribution code (if used),
   - one to three financial statement codes, (one is mandatory, two and three are optional),
   - supporting schedule codes (all optional),
   - parenthesis control, and
   - yearly budgets and prior-year comparatives (all optional).

   NOTES:

   At this point, only one financial statement code is required (for example, a Profit and Loss code). The account number, name, one financial statement code and parenthesis control are all that are needed initially.

   The remaining codes and budgets and comparatives may be entered at a later date if desired, through the change mode for the Chart of Accounts program.

7. Build the Automatic Distribution File:

   This file will contain all automatic distribution codes, accounts and percents. Automatic distribution will not be done by the system until these codes are on file.

8. Build Text Files:

   Text statements which are to appear on Financial Statements and Supporting Schedules are entered and maintained in this file.

9. Entering Year-to-Date Balances:

   a) All account balances should be entered as of the last complete accounting period. (If it is the beginning of a new fiscal year, enter Balance Sheet account balances only).

      Options:

      Two options for entering Year-to-Date balances exist:

1) Enter one year-to-date balance forward figure for all balance sheet accounts.

2) Enter the balance forward amounts of all balance sheet accounts as of the first day of the fiscal year. Enter the monthly summary totals for all accounts per accounting period for the current fiscal year.

   The best source of data will be a trial balance. The operator may enter transactions directly from this.

NOTES:

If only year-to-date balances are entered, prior period statements will be unobtainable. Also, the year end procedure will not update prior year comparative fields.

If balances are entered for each accounting period, prior period statements may be printed at any time. Prior year comparatives will be properly updated during the year end procedure.

When entering period balances, the date of each transaction must reflect the proper accounting period.

b) Once these figures are entered, obtain a trial balance and verify these figures. Make adjustments as necessary.

c) Run financial statements for all formats. Make any structural changes as necessary.

d) Begin entering new transactions which have occured since the last period until the new system is current with your previous system. When both systems are current, verify that the data contained in both are the same.

e) When you are satisfied:

- the system is functioning properly,
- personnel have a good understanding of the system, and
- all data in the system is correct,

the previous General Ledger system may be totally phased out and full use of the Durango General Ledger package begun.

BUILDING THE CHART OF ACCOUNTS

The Chart of Accounts program is a flexible program that allows you to design Financial Reports to your exact specifications. Because of its wide variety of options, it also requires a number of decisions about formats by the person setting up the Chart of Accounts, and an introduction to the codes used in the program.

To simplify this procedure, Durango has provided a "skeleton" Chart of Accounts. This "skeleton," or sample, includes a Balance Sheet and Profit and Loss Statement with accounts that are typically used by many companies.

Note that the word "account" has an unusual meaning when referring to the "Chart of Accounts." In the Journal, an account is a record of financial transactions, and this category of figures has a balance. In the Chart of Accounts, this meaning is stretched to include anything that appears on a Financial Report, whether it is a column heading, a footnote, or a figure.

This convention of considering anything on a report as an account allows you to tailor your Financial Reports with great precision. It also requires that everything on the reports have an Account Number. For example, report headings have an account number, and so do underlines, line feeds and totals.

The checklist which follows will assist you in assigning Account Numbers and format codes and ensure that you don't leave anything out.

When all postable accounts and formatting accounts are set up, the General Ledger program knows what you are referring to each time you use the account number. The next step is to tell the program where the item is to appear on the report. Every Account Number has a format code (or several format codes, since some "Accounts" may appear on more than one report).

Clearly, the Chart of Accounts is more than just a list of your Journal account numbers. It is really a list of everything that appears on the Financial Reports. Each item has both (1) an Account Number and (2) a format code to specify where it appears.

The format code assigned to each Account Number has this structure:

a - bbb - cc - dd

This code is explained in the checklist which follows. The explanation is also summarized in the table "Codes for Accounts Used in Financial Reports."

The process for deciding on Account Numbers is explained in the Checklist which follows. This may involve assigning new Account Numbers to your present Journal accounts. For example, if you wish to report separately for Profit Centers or if you decide to use the sample Chart of Accounts provided by Durango, then your present account numbers may require revision.

Before using the Checklist, review the "Table for Accounts Used in Financial Reports" and the supporting "Examples" following the Checklist. These will aid you in relating your accounting system to the program options.

I. Decide What Account Number Format to Use

Factors to consider:

- The Account Numbers must be the same in General Ledger as in the Durango Accounts Payable package, Payroll package, and other packages, in preparation for the day when automatic interface between them is available and desired.

- If there is more than one Profit Center, you will use the format nnnn-nnn (or nnn-nnn). The last 1-3 digits (-nnn) distinguish between (or among) Profit Centers.

  (See "Explanation and Examples" for a list of possible formats for account numbers.)

- If you wish to build your Chart of Accounts file around the sample provided by Durango, all accounts must conform to the format nnnn or nnnn-nnn (the latter being the format where Profit Centers are selected).

II. Decide on Report Layout

( ) Decide what financial reports and supporting schedules your company should have. These can include:

- ( ) Balance Sheet
- ( ) Profit and Loss Statement
- ( ) Supporting Schedule(s) to Balance Sheet
- ( ) Supporting Schedule(s) to Profit and Loss Statement
- ( ) Budget or Comparative included on Balance Sheet
- ( ) Budget or Comparative included on Profit and Loss Statement
- ( ) Up to 3 versions of the Balance Sheet and/or Profit and Loss Statement with accompanying schedules and budget.

Attached are examples of reports contained in Durango's sample Chart of Accounts. The examples include a Balance Sheet, a Profit and Loss Statement, and supporting schedules (Schedule of Revenue, Depreciation, and Operating Expenses).

These "worksheets" are guides to your own Chart of Accounts. Your reports may be the same as the worksheet examples, or similar, or you may generate report formats that are entirely your own.

( ) Lay out the report formats. Decide exactly what is to appear on each report. For each report and supporting schedule, decide on spacing and placement of:

- ( ) Headers
- ( ) Legends
- ( ) Notes and footnotes
- ( ) Underlines
- ( ) Double Underlines
- ( ) Parentheses
- ( ) Ratios
- ( ) Blank lines
- ( ) Parts of reports to start on separate pages.

( ) Using the examples as a guide, lay out the descriptions, accounts, subtotals and totals that you wish to have.

( ) Number the lines and blank lines that are to appear on the reports.

( ) With this much of your report layout complete, this is a good time to set up your Text Files (Master Menu procedure #1 in General Ledger).

III. Assign New G/L Account Numbers to Accounts

( ) To each of your current postable Journal accounts, assign the account number you will be using for the General Ledger package.

( ) On each worksheet, place the Journal account number beside the financial report item to which it applies.

( ) Under each financial report item, list any other account numbers which do not appear on the report but which are totaled into the balance appearing in that item.

( ) Double check that all your Journal accounts appear on the worksheets either as an item on a report or as part of some item's total.

( ) Now assign account numbers to all financial report totals that are not yet numbered. You may use the numbers provided on the sample Chart of Accounts. Include:

- ( ) Subtotals, Section subtotals
- ( ) Totals
- ( ) Grand totals
- ( ) Net Income (Loss)

IV Assign Account Numbers to Formats

( ) Finally, every separate report title, legend, report heading (e.g., column titles), must have its own account number. Give account numbers to each of the following on each report:

- ( ) Report heading
- ( ) Group heading
- ( ) Legend
- ( ) Note or text
- ( ) Title

( ) Also assign one account number to each of the following functions:

- ( ) Underline
- ( ) Double underline
- ( ) Page feed
- ( ) Line feed
- ( ) Start ratio control
- ( ) End ratio control

V. Coding for Financial Reports

Thus far you have determined which financial reports you want and what figures they are to display. Also, you have assigned every description and every figure on these reports an account number. Now you are ready to code your accounts into the General Ledger Chart of Accounts.

During this procedure it is useful to refer to our illustration - "Codes for Accounts Used in Financial Reports."

The code used to specify each account for the General Ledger program is:

a - bbb - cc - dd

"a" refers to the report on which the account appears (e.g., Balance Sheet, Profit and Loss Statement). "bbb" is the Sequence Code, and refers to the sequential order in which accounts are to appear (or be totaled) on the report. "cc" is called the Format Code, and describes the account (e.g., what kind of postable accounts they are or what kind of totals they are). "dd", the Auxiliary Code, is used for further description of the codes preceding it.

( ) Look at each of your worksheets. In the upper right corner, code each report according to which "a" code it is — which type of financial report it is.

( ) Next, code the "cc" codes which appear as total figures.

- ( ) On your Balance Sheet, code the grand total as GT.
- ( ) On your Profit and Loss Statements, code the grand total (Net Income) as NT.
- ( ) On all reports, code the totals, subtotals, and section subtotals as TT, ST, and SS.
- ( ) On all reports, code the valid posting accounts as VP (these are accounts which appear in both your Journal and on the financial reports).
- ( ) On all reports, code the identification of postable subaccounts as IP (these are accounts which are not postable, but appear on the financial reports as totals of several other valid postable subaccounts).
- ( ) On all reports, code the valid postable subaccounts as VS (these are accounts which appear in your Journal, but are not broken out individually in the financial reports - rather, these figures are totaled into an IP or VP).
- ( ) On your Balance Sheet, check to see how you wish to print Net Profit (Loss) from the Profit and Loss Statement. If you are printing the final figure, the NT, code this figure as NP where it appears on the Balance Sheet.

If you are printing a total including other than the NT on the Balance Sheet from the Profit and Loss Statement, code it as NS. Precede this with a VP or IP account.

( ) If you wish to print ratios on your Profit and Loss Statement, note where the accounts which are totaled as Sales begin and end. Place account numbers at the top of this group of figures and at the end of them (before the Total Sales or Total Revenue). Code these accounts as SR (start ratio control) and ER (end ratio control). All figures on the Profit and Loss Statement will then appear with percentages. (The percentage will be calculated as a fraction of the Total Sales.)

( ) Now code the "cc" codes for accounts which are not figures, but are descriptions or line feeds (refer to the illustration).

( ) Finally, highlight all "LF" and "DS" codes and all the totaling and postable (VP) accounts on the Balance Sheet. This tells you which accounts must have a "dd" or Auxiliary Code.

( ) Make sure all lines on your report layout, whether blank or filled, have a 3-digit Sequence Number. You should skip a few numbers between each Sequence Number to allow for insertions.

VI. Automatic Transaction Processing

( ) Decide if you want any automatic counterbalancing from one account to another. Make a 2-column list for these accounts (the two column titles being "CR" and "DR").

( ) Decide if you have any accounts for which you wish automatic distribution. Make a list of the accounts, the distribution accounts, and the percentage of distribution to each distribution account.

( ) You may have already decided whether you wish to use automatic accrual reversal. The program for setting this up is part of the Initialize procedure called "Set Up G/L Control File." If you have not made this decision, do so now, and enter the Source Code through the Initialize procedure.

By means of this checklist, you have collected all the information needed to set up your Chart of Accounts. You have Initialized the General Ledger System, and have entered your account descriptions in the Text File.

Now select Master Menu Item #2, "Build Chart of Accounts."

The illustrations on the following pages show typical financial reports and supporting schedules. The sample reports include:

- Profit and Loss Statement
- Supporting Schedules: Schedule of Revenue
  Depreciation
  Operating Expenses
- Balance Sheet: Page 1 Assets
  Page 2 Liabilities

With each sample report is a printout of the format codes entered for it in the Chart of Accounts. Comparison of the format codes with the produced report should yield ready understanding of how the format codes work.

PROFIT AND LOSS STATEMENT

RUN DATE: 08/30/79 Multiple Media Mass Marketing Management, Incorp. PAGE 1
FOR THE PERIOD 02/01/79 TO 02/28/79

PROFIT & LOSS STATEMENT

	CURRENT-PERIOD AMOUNT	CURRENT-PERIOD RATIO	YEAR-TO-DATE AMOUNT	YEAR-TO-DATE RATIO	BUDGETED CURRENT-PERIOD AMOUNT	BUDGETED CURRENT-PERIOD RATIO	BUDGETED YEAR-TO-DATE AMOUNT	BUDGETED YEAR-TO-DATE RATIO
REVENUE								
TOTAL SALES	$ 168,713.00	100.00	$ 320,254.00	100.00	$ 153,375.00	100.00	$ 304,916.00	100.00
COST OF GOODS SOLD								
BEGINNING INVENTORY	$ 443,068.00	262.62	$ 870,188.00	271.72	$ 440,018.00	286.89	$ 873,924.00	286.58
PURCHASES	105,877.00	62.76	207,584.00	64.82	102,907.00	67.10	204,614.00	67.11
ENDING INVENTORY	(445,298.00)	263.94-	(885,316.00)	276.44-	(445,308.00)	290.34-	(885,326.00)	290.35-
TOTAL COST OF GOODS SOLD	$ 103,647.00	61.43	$ 192,456.00	60.09	$ 97,617.00	63.65	$ 193,112.00	63.33
GROSS PROFIT	$ 65,066.00	38.57	$ 127,798.00	39.91	$ 55,758.00	36.35	$ 111,804.00	36.67
OPERATING EXPENSES								
SALARIES AND WAGES	$ 12,993.61	7.70	$ 24,253.61	7.57	$ 11,398.00	7.43	$ 22,658.00	7.43
ADVERTISING	1,248.24	.74	3,022.24	.94	1,095.00	.71	2,869.00	.94
BAD DEBTS	533.51	.32	995.51	.31	468.00	.31	930.00	.31
DEPRECIATION	2,774.00	1.64	5,548.00	1.73	2,774.00	1.81	5,548.00	1.82
FREIGHT OUT	1,062.43	.63	1,987.43	.62	932.00	.61	1,857.00	.61
INTEREST	938.00	.56	1,863.00	.58	938.00	.61	1,863.00	.61
INSURANCE	1,067.60	.63	1,992.60	.62	936.00	.61	1,861.00	.61
LEGAL & ACCOUNTING	1,872.87	1.11	3,496.87	1.09	1,643.00	1.07	3,267.00	1.07
MISCELLANEOUS	2,208.87	1.31	4,133.87	1.29	1,948.00	1.27	3,873.00	1.27
OFFICE SUPPLIES	1,067.02	.63	1,992.02	.62	936.00	.61	1,861.00	.61
RENT	13,619.81	8.07	25,566.81	7.98	11,947.00	7.79	23,894.00	7.84
REPAIR & MAINTENANCE	9,847.57	5.84	21,347.57	6.67	8,638.00	5.63	20,138.00	6.60
UTILITIES	1,165.47	.69	2,052.47	.64	897.00	.58	1,784.00	.58
TOTAL OPERATING EXPENSES	$ 50,399.00	29.87	$ 98,252.00	30.68	$ 44,550.00	29.05	$ 92,403.00	30.30
OPERATING PROFIT	$ 14,667.00	8.69	$ 29,546.00	9.23	$ 11,208.00	7.31	$ 19,401.00	6.36
OTHER INCOME	8,789.00	5.21	17,474.00	5.46	8,789.00	5.73	17,474.00	5.73
OTHER EXPENSES	3,665.00	2.17	7,485.00	2.34	3,665.00	2.39	7,485.00	2.45
TAXES	8,017.00	4.75	16,017.00	5.00	8,017.00	5.23	16,217.00	5.32
NET INCOME (LOSS)	$ 11,774.00	6.98	$ 23,518.00	7.34	$ 8,315.00	5.42	$ 13,373.00	4.39

Unaudited and Unconsolidated

CHART OF ACCOUNTS: P & L

RUN DATE: 08/29/79 — F I N A N C I A L S T A T E M E N T S F O R M A T

ACCT-#	DESCRIPTION	FORMAT CODE	PAREN CTL
0150-000	LINE FEED	P-009-LF-03	
0800-000	PROFIT & LOSS STATEMENT	P-010-HD-00	
2900-000	LEGEND	P-015-LG-00	
3010-000	REVENUE	P-030-GH-00	
3000-000	START SALES RATIO	P-040-SR-00	
3100	SALES - PRODUCT A	P-040-VS-00	C
3110	SALES - PRODUCT B	P-040-VS-00	C
3020	SALES	P-040-VS-01	C
3120	SALES - PRODUCT C	P-040-VS-01	C
3130	DISCOUNTS	P-040-VS-01	C
3900-000	UNDERLINE	P-059-UL-00	
3410-000	TOTAL REVENUE	P-060-SS-00	C
3420-000	LINE FEED	P-062-LF-02	
3400-000	END SALES RATIO	P-070-ER-00	
4000-000	COST OF GOODS SOLD	P-070-GH-01	
4100	BEGINNING INVENTORY	P-080-VP-00	D
4200	PURCHASES	P-090-VP-00	D
4210	FREIGHT IN	P-090-VS-00	D
4300	ENDING INVENTORY	P-120-VP-00	D
3901-000	UNDERLINE	P-121-UL-01	
4400-000	TOTAL COST OF GOODS SOLD	P-130-SS-00	D
0155-000	LINE FEED	P-135-LF-02	
4500-000	GROSS PROFIT	P-140-ST-00	C
4550-000	LINE FEED	P-150-LF-02	
5000-000	OPERATING EXPENSES	P-190-GH-00	
5010	SALARIES AND WAGES	P-200-VP-00	D
5110	ADVERTISING	P-210-VP-00	D
5170	BAD DEBTS	P-240-VP-00	D
5200	DEPPECIATION	P-260-IP-00	D
5210	DEPRECIATION-OFFICE FURN & EQP	P-260-VS-00	D
5220	DEPRECIATION - VEHICLES	P-260-VS-00	D
5240	DEPRECIATION - MACHINERY	P-260-VS-00	D
5250	DEPRECIATION - BUILDINGS	P-260-VS-00	D
5280	FREIGHT OUT	P-270-VP-00	D
5290	INTEREST	P-280-VP-00	D
5340	INSURANCE	P-290-VP-00	D
5350	LEGAL & ACCOUNTING	P-300-VP-00	D
5360	MISCELLANEOUS	P-310-VP-00	D
5370	OFFICE SUPPLIES	P-330-VP-00	D
5380	RENT	P-340-VP-00	D
5390	REPAIR & MAINTENANCE	P-350-VP-00	D
5440	UTILITIES	P-390-VP-00	D
5520-000	UNDERLINE	P-499-UL-00	
5600-000	TOTAL OPERATING EXPENSES	P-500-ST-00	D
5999-000	UNDERLINE	P-510-UL-00	
5660-000	LINE FEED	P-515-LF-01	
5650-000	OPERATING PROFIT	P-550-TT-00	C
3300	OTHER INCOME	P-605-VP-00	C
5780-000	LINE FEED	P-607-LF-00	
5700	OTHER EXPENSES	P-607-VP-00	D
5820	TAXES	P-620-VP-00	D
0160-000	LINE FEED	P-630-UL-00	
6000-000	NET INCOME (LOSS)	P-650-NT-00	C
9000-000	TEXT LINE	P-700-DS-01	

RUN DATE: 08/30/79 Multiple Media Mass Marketing Management, Incorp. PAGE 1
FOR THE PERIOD 02/01/79 TO 02/28/79
SCHEDULE OF REVENUE

	CURRENT-PERIOD AMOUNT	CURRENT-PERIOD RATIO	YEAR-TO-DATE AMOUNT	YEAR-TO-DATE RATIO	BUDGETED CURRENT-PERIOD AMOUNT	BUDGETED CURRENT-PERIOD RATIO	BUDGETED YEAR-TO-DATE AMOUNT	BUDGETED YEAR-TO-DATE RATIO
SALES - PRODUCT A	82,075.72	48.65	156,501.72	48.87	75,327.00	49.11	149,753.00	49.11
SALES - PRODUCT B	61,299.06	36.33	116,258.06	36.30	55,624.00	36.27	110,583.00	36.27
SALES - PRODUCT C	28,621.22	16.96	54,021.22	16.87	25,707.00	16.76	51,107.00	16.76
DISCOUNTS	(3,283.00)	1.95-	(6,527.00)	2.04-	(3,283.00)	2.14-	(6,527.00)	2.14-
TOTAL SALES	$ 168,713.00	100.00	$ 320,254.00	100.00	$ 153,375.00	100.00	$ 304,916.00	100.00
OTHER INCOME	8,789.00	5.21	17,474.00	5.46	8,789.00	5.73	17,474.00	5.73
TOTAL REVENUE	$ 177,502.00	105.21	$ 337,728.00	105.46	$ 162,164.00	105.73	$ 322,390.00	105.73

RUN DATE: 08/30/79 Multiple Media Mass Marketing Management, Incorp. PAGE 1
FOR THE PERIOD 02/01/79 TO 02/28/79
DEPRECIATION

	CURRENT-PERIOD AMOUNT	CURRENT-PERIOD RATIO	YEAR-TO-DATE AMOUNT	YEAR-TO-DATE RATIO	BUDGETED CURRENT-PERIOD AMOUNT	BUDGETED CURRENT-PERIOD RATIO	BUDGETED YEAR-TO-DATE AMOUNT	BUDGETED YEAR-TO-DATE RATIO
DEPRECIATION-OFFICE FURN & EQP	462.00	.27	924.00	.29	462.00	.30	924.00	.30
DEPRECIATION - VEHICLES	925.00	.55	1,850.00	.58	925.00	.60	1,850.00	.61
DEPRECIATION - MACHINERY	925.00	.55	1,850.00	.58	925.00	.60	1,850.00	.61
DEPRECIATION - BUILDINGS	462.00	.27	924.00	.29	462.00	.30	924.00	.30
TOTAL DEPRECIATION	$ 2,774.00	1.64	$ 5,548.00	1.73	$ 2,774.00	1.81	$ 5,548.00	1.82

RUN DATE: 08/30/79 Multiple Media Mass Marketing Management, Incorp. PAGE 1
FOR THE PERIOD 02/01/79 TO 02/28/79
OPERATING EXPENSES

	CURRENT-PERIOD AMOUNT	CURRENT-PERIOD RATIO	YEAR-TO-DATE AMOUNT	YEAR-TO-DATE RATIO	BUDGETED CURRENT-PERIOD AMOUNT	BUDGETED CURRENT-PERIOD RATIO	BUDGETED YEAR-TO-DATE AMOUNT	BUDGETED YEAR-TO-DATE RATIO
SALARIES AND WAGES	12,993.61	7.70	24,253.61	7.57	11,398.00	7.43	22,658.00	7.43
ADVERTISING	1,248.24	.74	3,022.24	.94	1,095.00	.71	2,869.00	.94
BAD DEBTS	533.51	.32	995.51	.31	468.00	.31	930.00	.31
FREIGHT OUT	1,062.43	.63	1,987.43	.62	932.00	.61	1,857.00	.61
INTEREST	938.00	.56	1,863.00	.58	928.00	.61	1,863.00	.61
INSURANCE	1,067.60	.63	1,992.60	.62	936.00	.61	1,861.00	.61
LEGAL & ACCOUNTING	1,972.97	1.11	3,496.97	1.09	1,643.00	1.07	3,267.00	1.07
MISCELLANEOUS	2,208.87	1.31	4,133.87	1.29	1,949.00	1.27	3,873.00	1.27
OFFICE SUPPLIES	1,067.02	.63	1,992.02	.62	936.00	.61	1,861.00	.61
RENT	13,619.81	8.07	25,566.81	7.98	11,947.00	7.79	23,894.00	7.84
REPAIR & MAINTENANCE	9,847.57	5.84	21,347.57	6.67	8,639.00	5.63	20,138.00	6.60
UTILITIES	1,165.47	.69	2,052.47	.64	897.00	.58	1,784.00	.59
TOTAL OPERATING EXPENSES	$ 47,625.00	28.23	$ 92,704.00	28.95	$ 41,776.00	27.24	$ 86,855.00	28.48

CHART OF ACCOUNTS: SUPPORTING SCHEDULES

RUN DATE: 08/29/79 — F I N A N C I A L S T A T E M E N T S F O R M A T

ACCT-#	DESCRIPTION	FORMAT CODE	PAREN CTL
0830-000	SCHEDULE OF REVENUE	A-010-HD-01	
2900-000	LEGEND	A-015-LG-00	
3000-000	START SALES RATIO	A-019-SR-00	
3100	SALES - PRODUCT A	A-021-VP-00	C
3110	SALES - PRODUCT B	A-025-VP-00	C
3120	SALES - PRODUCT C	A-035-VP-00	C
3130	DISCOUNTS	A-035-VP-00	C
0250-000	UNDERLINE/LINE FEED	A-060-UL-01	
3299-000	TOTAL SALES	A-070-ST-00	C
0230-000	LINE FEED	A-075-LF-02	
3300	OTHER INCOME	A-090-VP-00	C
3400-000	END SALES RATIO	A-121-ER-00	
0240-000	UNDERLINE / LINEFEED	A-121-UL-01	
0200-000	LINE FEED	A-130-LF-03	
3410-000	TOTAL REVENUE	A-140-TT-00	C

ACCT-#	DESCRIPTION	FORMAT CODE	PAREN CTL
5200	DEPRECIATION	D-250-HD-00	D
5202-000	LEGEND	D-252-LG-00	D
5205-000	LINE FEED	D-255-LF-01	D
5210	DEPRECIATION-OFFICE FURN & EQP	D-260-VP-00	D
5220	DEPRECIATION - VEHICLES	D-262-VP-00	D
5240	DEPRECIATION - MACHINERY	D-264-VP-00	D
5250	DEPRECIATION - BUILDINGS	D-268-VP-00	D
5265-000	UNDERLINE	D-269-UL-00	D
5255-000	LINE FEED	D-270-LF-00	D
5260-000	TOTAL DEPRECIATION	D-280-TT-00	D

ACCT-#	DESCRIPTION	FORMAT CODE	PAREN CTL
5000-000	OPERATING EXPENSES	E-190-HD-00	
5005-000	LEGEND	E-192-LG-00	
5015-000	LINE FEED	E-195-LF-01	
5010	SALARIES AND WAGES	E-200-VP-00	D
5110	ADVERTISING	E-210-VP-00	D
5170	BAD DEBTS	E-240-VP-00	D
5280	FREIGHT OUT	E-270-VP-00	D
5290	INTEREST	E-280-VP-00	D
5340	INSURANCE	E-290-VP-00	D
5350	LEGAL & ACCOUNTING	E-300-VP-00	D
5360	MISCELLANEOUS	E-310-VP-00	D
5370	OFFICE SUPPLIES	E-330-VP-00	D
5380	RENT	E-340-VP-00	D
5390	REPAIR & MAINTENANCE	E-350-VP-00	D
5440	UTILITIES	E-390-VP-00	D
5460-000	UNDERLINE	E-393-UL-00	
5445-000	LINE FEED	E-395-LF-01	
5450-000	TOTAL OPERATING EXPENSES	E-400-TT-00	D

BALANCE SHEET PAGE 1

RUN DATE: 08/30/79 Multiple Media Mass Marketing Management, Incorp. PAGE 1

BALANCE SHEET

AS OF 02/28/79

ASSETS			BUDGETED	
CURRENT ASSETS				
CASH	$ 328,521.00		$ 307,865.00	
ACCOUNTS RECEIVABLE	337,207.00		335,719.00	
INVENTORY	448,809.00		445,308.00	
MARKETABLE SECURITIES	55,659.00		53,659.00	
NOTES RECEIVABLE	50,835.00		48,840.00	
PREPAID EXPENSES	16,517.00		26,012.00	
TOTAL CURRENT ASSETS		$ 1,237,548.00		$ 1,217,403.00
FIXED ASSETS				
OFFICE FURNITURE & EQUIPMENT	$ 42,653.00		$ 42,653.00	
ACCUMULATED DEPR.-OFFICE FURN	(4,340.00)		(4,340.00)	
VEHICLES	135,715.00		135,715.00	
ACCUMULATED DEPR. - VEHICLES	(8,680.00)		(8,680.00)	
MACHINERY & EQUIPMENT	139,593.00		139,593.00	
ACCUMULATED DEPR.-MACH & EQUIP	(12,558.00)		(12,558.00)	
BUILDINGS	134,004.00		134,004.00	
ACCUMULATED DEPR. - BUILDINGS	(4,340.00)		(4,340.00)	
LAND	38,756.00		38,756.00	
TOTAL FIXED ASSETS		$ 460,803.00		$ 460,803.00
TOTAL ASSETS		$ 1,698,351.00		$ 1,679,206.00

BALANCE SHEET PAGE 2

RUN DATE: 08/30/79 Multiple Media Mass Marketing Management, Incorp. PAGE 2

BALANCE SHEET
AS OF 02/28/79
LIABILITIES AND EQUITY

			BUDGETED	
CURRENT LIABILITIES				
ACCOUNTS PAYABLE	$ 182,208.00		$ 172,208.00	
NOTES PAYABLE	86,707.00		86,707.00	
TAXES PAYABLE	24,529.00		24,529.00	
ACCRUED LIABILITIES	33,614.00		33,614.00	
CURRENT DEBTS	46,142.00		46,142.00	
TOTAL CURRENT LIABILITIES		$ 373,200.00		$ 363,200.00
LONG TERM DEBT				
LEASES PAYABLE	$ 140,007.00		$ 140,007.00	
LONG TERM DEBT	201,161.00		201,161.00	
TOTAL LONG TERM DEBT		$ 341,168.00		$ 341,168.00
TOTAL LIABILITIES		$ 714,368.00		$ 704,368.00
EQUITY				
CAPITAL STOCK	$ 40,152.00		$ 40,152.00	
ADDITIONAL PAID IN CAPITAL	375,893.00		375,893.00	
RETAINED EARNINGS	544,420.00		544,420.00	
NET INCOME (LOSS)	23,518.00		13,373.00	
TOTAL EQUITY		$ 983,983.00		$ 973,838.00
TOTAL LIABILITIES & EQUITY		$ 1,698,351.00		$ 1,678,206.00

CHART OF ACCOUNTS: BALANCE SHEET

RUN DATE: 08/29/79

Multiple Media Marketing Management, Incorporated.

F I N A N C I A L S T A T E M E N T S F O R M A T

FORMAT # 1

ACCT-#	DESCRIPTION	FORMAT CODE	PAREN CTL
0820-000	BALANCE SHEET	B-010-HD-01	
0900-000	LEGEND	B-020-LG-00	
0910-000	ASSETS	B-025-HL-00	
0920-000	CURRENT ASSETS	B-030-GH-00	
1000	CASH	B-040-VP-01	D
1000-100	CASH - PROFIT CENTER #2	B-040-VP-01	D
1010	BANK NO. 1	B-040-VS-01	D
1060	ACCOUNTS RECEIVABLE	B-050-VP-01	D
1090	INVENTORY	B-060-VP-01	D
1100	MARKETABLE SECURITIES	B-070-VP-01	D
1130	NOTES RECEIVABLE	B-080-VP-01	D
1150	PREPAID EXPENSES	B-090-VP-01	D
1200-000	UNDERLINE	B-095-UL-01	
1210-000	TOTAL CURRENT ASSETS	B-100-ST-02	D
0200-000	LINE FEED	B-101-LF-03	
1250-000	FIXED ASSETS	B-110-GH-00	
1310	OFFICE FURNITURE & EQUIPMENT	B-130-VP-01	D
1320	ACCUMULATED DEPR.-OFFICE FURN	B-140-VP-01	D
1350	VEHICLES	B-150-VP-01	D
1380	ACCUMULATED DEPR. - VEHICLES	B-160-VP-01	D
1410	MACHINERY & EQUIPMENT	B-170-VP-01	D
1440	ACCUMULATED DEPR.-MACH & EQUIP	B-180-VP-01	D
1470	BUILDINGS	B-190-VP-01	D
1490	ACCUMULATED DEPR. - BUILDINGS	B-200-VP-01	D
1520	LAND	B-210-VP-01	D
1580-000	UNDERLINE	B-220-UL-01	
1590-000	TOTAL FIXED ASSETS	B-225-ST-02	D
0210-000	UNDERLINE	B-230-UL-02	
1600-000	TOTAL ASSETS	B-295-GT-03	D
1601-000	DOUBLE UNDERLINE	B-299-DL-03	
		B-300-HF-00	

ACCT-#	DESCRIPTION	FORMAT CODE	PAREN CTL
1700-000	NEW PAGE		
1980-000	LEGEND	B-310-LG-00	
1990-000	LIABILITIES AND EQUITY	B-315-HL-00	
1999-000	CURRENT LIABILITIES	B-320-GH-00	
2000	ACCOUNTS PAYABLE	B-330-VP-01	C
2020	NOTES PAYABLE	B-340-VP-01	C
2070	TAXES PAYABLE	B-350-IP-01	C
2080	FEDERAL WITHHOLDING	B-350-VS-01	C
2090	STATE WITHHOLDING	B-350-VS-01	C
2100	OTHER TAXES PAYABLE	B-350-VS-01	C
2150	ACCRUED LIABILITIES	B-360-VP-01	C
2200	CURRENT DEBTS	B-370-VP-01	C
2280-000	UNDERLINE	B-390-UL-01	
2285-000	TOTAL CURRENT LIABILITIES	B-395-ST-02	C
2287-000	LINE FEED	B-397-LF-02	
2290-000	LONG TERM DEBT	B-400-GH-00	
2310	LEASES PAYABLE	B-420-VP-01	C
2320	LONG TERM DEBT	B-430-VP-01	C
2380-000	UNDERLINE	B-450-UL-01	
2385-000	TOTAL LONG TERM DEBT	B-455-ST-02	C
2390-000	UNDERLINE	B-460-UL-02	
2395-000	TOTAL LIABILITIES	B-465-TT-02	C
0220-000	LINE FEED	B-466-LF-03	
2500-000	EQUITY	B-470-GH-00	
2510	CAPITAL STOCK	B-480-VP-01	C
2520	ADDITIONAL PAID IN CAPITAL	B-490-VP-01	C
2570	RETAINED EARNINGS	B-510-VP-01	C
2599-000	NET INCOME (LOSS)	B-520-NP-01	C
2600-000	UNDERLINE	B-550-UL-01	
2610-000	TOTAL EQUITY	B-555-TT-02	C
2620-000	UNDERLINE	B-560-UL-02	
2630-000	TOTAL LIABILITIES & EQUITY	B-570-GT-03	C
2635-000	DOUBLE UNDERLINE	B-575-DL-03	

General Ledger Account Structure

Accounts are structured as 3-to-7-digit numbers. These include a 3- or 4-digit main account and 1- to 3-digit subaccount. The possible formats are as follows:

nnn
nnn-n
nnn-nn
nnn-nnn
nnnn
nnnn-n
nnnn-nn
nnnn-nnn

* Main Account: nnnn or nnn

The 4-digit main account signifies the account description. All accounts must have a 3- to 4-digit main account.

1000-nnn	Cash
1060-nnn	Accounts Receivable
1090-nnn	Inventory

Examples of Main Accounts

Should Profit Center or Department breakdown be needed, accounts may be subdivided as shown in the following example. The subaccount number may be 1- to 3-digits.

1025-100	Petty cash - Branch 1
1025-200	Petty cash - Branch 2
1025-300	Petty cash - Branch 3

Detailed Main Accounts

When you wish to print financial statements, you may code them to show detail or to summarize several accounts under a few main accounts. On the trial balance, the detail of all accounts appears.

* Subaccounts: "nnn"

For explanation of the use of 3-digit subaccounts, see "Profit Centers" on the following pages.

Profit Centers

The term "profit centers" is used frequently throughout the General Ledger programs. Depending on your needs, different applications may be used.

Profit centers are defined as:

> An entity within a company for which separate accounting records are maintained. This includes:
>
> - Profit Centers
> - Cost Centers
> - Divisions

* Profit Center:

A profit center is generally regarded as an internal component of a company which has income and expenses. In most cases, a profit center does not have distinct ownership of assets and is not responsible for its own liabilities. The company assumes responsibility and control over all assets, liabilities and equity of profit centers. Usually, only a consolidated balance sheet is maintained.

Example: An individual owns a combined bar and restaurant which operates from the same building. The owner wishes to account separately for income and expenses of the bar and restaurant, so he or she may track the profitability of each. However, he or she considers ownership of the building, fixtures, truck, and repayment of a loan as the responsibility of the entire company. The owner may use only one cash account to pay the bills and deposit the receipts of each profit center. This individual would maintain profit center accounting for Profit and Loss accounts but keep a single Balance Sheet for the entire company.

* Cost Center:

A cost center is also an internal component of the company. For the most part all income assets, liabilities and equity are considered as the company's. Expenses are tracked through cost centers only.

Example: X Company tracks the expenses of the sales, marketing, personnel and administrative departments. Internal reports of departmental expenses are required. A consolidated Profit and Loss and Balance Sheet are used for the entire company.

In this case, cost center accounting is maintained for expenses only.

* Divisions:

Though it is an internal component of a company, a division is generally considered as a self-sufficient entity. Divisions may be responsible for their own management. Accounting for income and expenses is maintained for the divisions. Corporate expenses may be allocated down to divisions. The division may be responsible for its own balance sheet, purchase and maintenance of assets, receivables, payables, debt, etc. Divisional financial statements are then consolidated on the corporate level.

General Ledger Account Structure - Profit Centers

Three-digit subaccounts (0000-"nnn") are designed to accommodate profit center accounting. Each profit center is assigned its own 3-digit number to specify which account is used for each profit center. This also allows for profit center financial statements. More than one profit center may share the same main account.

Note: All accounts given a profit center designation of 000 will function regardless of whether consolidated or profit center statements are run. Accounts given a profit center designation (ex. nnnn-100) will function only on that profit center's statements. A profit center title account should be assigned the main account no. "0000" (e.g., "0000-100 Special Products Division").

Example: Three profit centers exist: 100, 200, 300.

To maintain separate accounts:

Rent - Main Account 5380		Transaction
5380-100:	Rent - Profit Center A	$2,000
5380-200:	Rent - Profit Center B	1,500
5380-300:	Rent - Profit Center C	900

Each transaction to the rent account is posted to the specific profit center. If rent is paid separately by each profit center, debit the profit center rent account and credit the profit center cash account.

If rent is paid on one check:

	DR	CR
5380-100 (Rent)	$2,000	
5380-200 (Rent)	1,500	
5380-300 (Rent)	900	
1000-000 (Cash)		$4,400

When financial statements are run, each profit center will reflect the rent allocated to the profit center but the consolidated statement will show rent expense of $4,400.

Layout of Financial Statements

Each account (function, functional framework and framework) that will be used in financial statements must contain four codes. These codes are structured as follows:

a - bbb - cc - dd

a = Statement Code
bbb = Sequence Code
cc = Format Code
dd = Auxiliary Format Code

a - Statement Code:

P = Profit and Loss Statement Account
B = Balance Sheet Account

Each account may be designated as either a P or B, but not both. When statements are run, the computer will separate and sort accounts by the statement code first.

Note: All accounts must be coded with a statement code. If this code is left out for any account, that account will not be considered on any financial statement and erroneous data may be printed.

bbb - Sequence Code:

This code must be numeric. It is this sequence code, not G/L account number, that will determine where an account will appear on a financial statement.

When statements are printed:

1) Accounts are sorted by statement code
2) Accounts within each statement code are then sorted by sequence number

The sort is done from the lowest sequence number to the final sequence number of the Profit and Loss Statement and Balance Sheet code. Up to 999 sequence numbers are allowed for the Profit and Loss Statement accounts and 999 for the Balance Sheet accounts. Sequence numbers may be the same for accounts if the statement codes (B or P) differ.

The following accounts with sequence codes are in the Chart of Accounts:

Account #	Description	Stmt. Code	Seq. #	Format Code	Balance
0910-000	Assets	B	010	HL	
0920-000	Current Assets	B	015	GH	
1000-000	Cash	B	020	IP	
1015-nnn	Cash - Bank A	B	020	VS	366
1020-nnn	Cash - Bank B	B	020	VS	407
1025-nnn	Petty Cash	B	020	VS	63
1060-nnn	A/R - Trade	B	025	VP	1,650
1035-nnn	A/R - other	B	025	VS	240
1090-nnn	Inventory	B	030	VP	987
1210-000	Total Current Assets	B	035	ST	

Sequence Codes and VS and VP Accounts as they Appear in the Chart of Accounts

The Balance Sheet will appear as follows:

		Assets
Current Assets		
Cash	836	
A/R - Trade	1,890	
Inventory	987	
Total Current Assets		3,713

Outcome of Sequence Coding on Balance Sheet

NOTE: If the VS accounts are not coded with the same sequence number as the corresponding VP or IP account, the VS account will total into the VP or IP account with the nearest sequence number lower than that of the VS account.

Account #	Description	Stmt. Code	Seq. #	Format Code	Balance
3000-000	Sales	P	010	IP	
3100-nnn	Product A Sales	P	015	VS	1,000
3100-nnn	Product B Sales	P	020	VS	6,000
3120-nnn	Product C Sales	P	025	VS	2,000
3130-nnn	Product D Sales	P	030	VS	8,000
3200-000	Other Income	P	* 020	IP	
3210-nnn	Income From X	P	050	VS	500
3220-nnn	Extraordinary Gain	P	060	VS	200
3250-000		P	070	UL	
3300-000	Total Revenue	P	080	ST	

The Profit and Loss Statement will appear as follows:

Sales	1,000
Other Income	16,700
Total Revenue	17,700

If account 3200-000 were correctly coded as P-040-IP the Profit and Loss Statement would appear:

Sales	17,000
Other Income	700
Total Income	17,700

Use of Sequence Codes with VS and IP Accounts

Coding all VS accounts with the same sequence numbers as the corresponding IP or VP account eliminates the problem of VS accounts totaling into the wrong accounts.

* Sequence Codes for Accounts Used in Formatting Reports:

  - All accounts for totals and formats must be given the sequence code for where they will print on financial statements.

  - It may take some time to properly code headers, totals, etc. It may be advisable to write out your complete chart of accounts on paper before sequence coding is done.

  - You may also wish to increment sequence numbers for accounts by 2, 3 or even 5. This will allow other accounts to be inserted without having to change the sequence numbers of other accounts.

To assist with Sequence coding, see the Checklist in this section.

cc - Format Code:

These two-digit codes for accounts are explained in the following section.

dd - Auxiliary Format Code:

A two-digit numeric code. Use of the auxiliary format code will depend on the type of account.

- **For LF Accounts (Line Feed)**

  For all LF accounts the auxiliary code will designate the number of lines to be skipped. If three lines are to be skipped, the auxiliary code will be 03.

- **For DS Accounts**

  For all DS accounts the auxiliary code will signify the text code for the description to be printed. The text code used here must correspond to a text code in the text files.

In the Text File, text code 03 is:

unaudited and without
opinion expressed by

(Your firm's name)

If this is to appear first on both the Profit and Loss Statement and the Balance Sheet, two accounts are necessary:

0900-000	Balance Sheet Text	B-001-DS-03
9000-000	P & L Text	P-001-DS-03

Use of dd (Auxiliary Format Code) with DS (text) Accounts

- **Balance Sheet Accounts**

For all accounts with a "B" statement code, the auxiliary format code designates which column the figures are to appear in. The balance sheet can have up to three columns.

The following accounts are in the Chart of Accounts:

Account #	Description	Financial Stmt. Code
0100-000	Balance Sheet	B-005-HD-00
0900-000	Legend	B-010-LG-00
0910-000	Assets	B-015-HL-00
0920-000	Current Assets	B-020-GH-00
1000-000	Cash	B-025-IP-01
1150-nnn	Prepaid Expenses	B-100-VP-01
1200-000	Underline	B-105-UL-01
1210-000	Total Current Assets	B-110-ST-02
0200-000	Skip Two Lines	B-115-LF-02
1250-000	Fixed Assets	B-120-GH-00
1310-nnn	Office Furniture and Equipment	B-125-VP-01
1440-nnn	Accumulated Depr. Machinery	B-200-VP-01
1580-000	Underline	B-205-UL-01
1590-000	Total Fixed Assets	B-210-ST-02
0210-000	Underline	B-215-UL-02
0220-000	Skip Line	B-220-LF-01
1600-000	Total Assets	B-225-GT-03
1601-000	Double Underline	B-230-DL-03
1700-000	New Page	B-240-HF-00

The Balance Sheet will appear as follows:

Company Name

Balance Sheet
as of XX/XX/XX

Assets

Current Assets		
Cash	XX,XXX.XX	
Pre-Paid Expenses	XX,XXX.XX	
Total Current Assets		XX,XXX.XX
Fixed Assets		
Office Furniture and Fixtures	XX,XXX.XX	
Accumulated Depr.-Machinery	(X,XXX.XX)	
Total Fixed Assets		XX,XXX.XX
Total Assets		XXX,XXX.XX

Use of dd (Auxiliary Format Code) with B (Balance Sheet) Accounts

- **Profit and Loss Statement Accounts**

  For postable or totaling accounts with a P statement code, the auxiliary format code is not applicable. DS or LF accounts used on the Profit and Loss Statement, however, must have auxiliary format codes.

Format Codes for Postable Accounts

IP = Identification for Postable Subaccounts
VS = Valid Subaccount
VP = Valid Posting Account

In the General Ledger system, transactions may be posted to VS and VP accounts only. All Journal accounts will be coded either VS or VP. The description of IP and VP accounts prints on the financial statements. The description indents 2 spaces from the left margin of the report before printing.

An IP Account is an identification for the following postable subaccounts. It contains a description and a total of one or more VS accounts. When financial statements are printed, the totals of all VS accounts immediately after an IP account and down to the next VP or IP account are added, and the total is printed with the account description of the IP account. Posting is not allowed to an IP account. If no VS accounts follow the IP account, nothing will print.

A VS Account is the lowest level code. It is used for Journal accounts which are posted to in the Journal but do not appear in any financial statement. All activity in a VS account is totaled into the IP or VP account which immediately precedes it on the financial statements. VS accounts do appear on the Trial Balance.

A VP Account has characteristics of both an IP and VS account. Posting is allowed to a VP account. It is also a total account. The VP account plus all VS accounts immediately after the VP account and down to the next VP or IP account are totaled and one balance is printed on the financial statements. If no VS accounts follow a VP account, the balance in the VP account will print. All entries to these accounts will appear on the Trial Balance.

The following Journal accounts will be used as examples:

Case I: All Journal accounts are to appear on financial statements with account balances.

Use a VP format code for each account. Each account and balance will appear on financial statements.

Chart of Accounts		Format Code
1310-nnn	Office furniture and Equipment	VP
1350-nnn	Vehicles	VP
1410-nnn	Machinery and Equipment	VP
1470-nnn	Buildings	VP
1520-nnn	Land	VP

Report Printout

Fixed Assets	
Office Furniture and Equipment	$ 42,653.00
Vehicles	135,715.00
Machinery and Equipment	139,593.00
Buildings	134,004.00
Land	38,756.00
Total Fixed Assets	$490,721.00

Case I: Examples of Journal Accounts

Case II: Posting will occur to these accounts but only one heading, "Depreciation," is to appear. Posting will not be allowed to this identification account.

1) Add account 5200-000 and title it "Depreciation." Code the account IP.

2) Code the other accounts VS.

Chart of Accounts		Format Code	Activity
5200-nnn	Depreciation	IP	
5210-nnn	Depreciation - Office furniture and Equipment	VS	$ 890.00
5220-nnn	Depreciation - Vehicles	VS	900.00
5240-nnn	Depreciation - Machinery	VS	860.00
5250-nnn	Depreciation - Buildings	VS	1,500.00

Report Printout

Depreciation	$4,150.00

Case II: VS Accounts Total into Nonpostable IP Account

When financial statements are printed, the following will appear:

Depreciation $4,150.00

If you will allow posting to account 5200-000, code it VP. The end result will be the same as for an IP account.

Format Codes for Postable Accounts - Profit Centers

Note: When printing financial statements for profit centers, all IP accounts with a subaccount number of 000 are printed for all profit center statements and consolidated statements.

A separate account must be set up for each profit center. The main four-digit number may be the same for each account with a change in profit center designation.

Bear in mind that coding is now done for four financial statements; one for each profit center and a consolidated statement.

The following G/L entry accounts exist:

5010-100	Salaries and Wages
5010-200	Salaries and Wages
5010-300	Salaries and Wages
5180-100	Sick Pay
5180-200	Sick Pay
5180-300	Sick Pay
5190-100	Vacation Pay
5190-200	Vacation Pay
5190-300	Vacation Pay

Profit Center Subaccounts in Chart of Accounts

* Case I: Each account is to appear on each profit center statement and the total of each account is to appear on a consolidated statement.

An IP or VP account with a 000 profit center will print on both profit center and consolidated statements. Each profit center account will be a VS account. This will work for profit center statements since when running a statement for profit center 100, the computer will read all 000 profit centers and 100 subaccounts. The 200 and 300 accounts will be ignored. Therefore, it will read the IP account first and the VS account which will add into the IP account and print the balance for the 100 profit center only.

Account #	Description	Format Code	Balance
5150-000	Administrative Wages	IP	
5150-100	Administrative Wages	VS	$1,100
5150-200	Administrative Wages	VS	930
5150-300	Administrative Wages	VS	1,250
5160-000	Factory Wages	IP	
5160-100	Factory Wages	VS	2,200
5160-200	Factory Wages	VS	1,670
5160-300	Factory Wages	VS	1,120

Continuation of Table from Page 10

5180-000	Sick Pay	IP	
5180-100	Sick Pay	VS	40
5180-200	Sick Pay	VS	0
5180-300	Sick Pay	VS	90
5190-000	Vacation Pay	IP	
5190-100	Vacation Pay	VS	240
5190-200	Vacation Pay	VS	170
5190-300	Vacation Pay	VS	0

IP and VS Accounts in Chart of Accounts for Profit Centers

The financial statements will appear as follows:

Profit Center 100:

Administrative Wages	$1,100
Factory Wages	2,200
Sick Pay	40
Vacation Pay	240

Profit Center 200:

Administrative Wages	$ 930
Factory Wages	1,670
Vacation Pay	170

Note: Sick pay will not print if there is no current or year-to-date activity. Any account with a zero balance will not print unless there is year-to-date activity.

Profit Center 300:

Administrative Wages	$1,250
Factory Wages	1,120
Sick Pay	90

Consolidated:

Administrative Wages	$3,280
Factory Wages	4,990
Sick Pay	130
Vacation Pay	410

Financial Statements for Profit Centers Itemizing Each Journal Account

* Case II: Each account is maintained for internal purposes but for financial statement reporting only one wages account will appear on the P/L.

1) Enter an account title "Wages" with an IP Format code and a 000 profit center.

Example: 5140-000 Wages IP

2) Label all other accounts VS.

Account #	Description	Format Code	Balance
5140-000	Wages	IP	
5150-100	Administrative Wages	VS	$1,400
5150-200	Administrative Wages	VS	1,100
5150-300	Administrative Wages	VS	960
5160-100	Factory Wages	VS	1,780
5160-200	Factory Wages	VS	1,440
5160-300	Factory Wages	VS	1,820
5180-100	Sick Pay	VS	90
5180-200	Sick Pay	VS	140
5180-300	Sick Pay	VS	0
5190-100	Vacation Pay	VS	0
5190-200	Vacation Pay	VS	360
5190-300	Vacation Pay	VS	220

Financial Statements will appear as follows:

Profit Center 100:	Wages	$ 3,270
Profit Center 200:	Wages	$ 3,940
Profit Center 300:	Wages	$ 3,000
Consolidated:	Wages	$10,210

Financial Reports for Profit Centers Summarizing Several Journal Accounts

NOTES:

1. VS accounts add up to the preceding IP or VP account. Therefore, check closely that VP or IP accounts are not overlapping.

2. An IP account that is immediately followed by a VP or another IP account has no function. It must have VS accounts following it to function properly.

3. A VP account may be followed by an IP or another VP account.

4. A VS account will be included in accumulated figures for the designated profit center and the consolidated statement.

Format Codes for Totaling Accounts

SS = Section Subtotal
ST = Subtotal
TT = Total
GT = Grand Total: (Balance Sheet)
NT = Net Profit/Loss: (Profit/Loss Statement)
NP = Net Profit/Loss Total: (Balance Sheet)
NS = Net Profit/Loss: (Balance Sheet)

SR = Start Ratio Control
ER = End Ratio Control

None of the above accounts are Journal accounts. Posting to the above accounts is not allowed (with the exception of NS and NP at year end when closing Net Income).

SS Accounts - Total all IP and VP accounts up to the previous SS, ST, TT or GT account. The total of the IP and VP accounts are printed on a separate line with the description for the SS account.

Example: The following accounts are in the Chart of Accounts.

		Format Code	Total
3020-000	Sales	IP	
3100-nnn	Sales - Product A	VS	$77,497
3110-nnn	Sales - Product B	VS	65,280
3120-nnn	Sales - Product C	VS	32,638
3130-nnn	Discount	VP	(3,437)
3410-000	Total Revenue	SS	

Format Codes for SS Account

The Profit and Loss Statement will appear as follows:

Sales	$175,415
Discount	(3,437)
Total Revenue	$171,978

Report Printout for SS Code

ST Accounts - Total all IP and VP accounts up to the previous ST, TT or GT account. The total of the IP and VP accounts are printed on a separate line with the description for the ST account. An ST account overrides an SS account.

Example: The following accounts are in the Chart of Accounts for a Profit and Loss Statement:

		Format Code	Total
3410-nnn	Total Revenue	SS	
4100-nnn	Beginning Inventory	VP	$485,200.00
4200-nnn	Purchases	VP	103,422.00
4210-nnn	Freight-in	VS	788.00
4300-nnn	Ending Inventory	VP	(491,022.00)
4400-nnn	Total Cost of Goods Sold	SS	
4500-nnn	Gross Profit	ST	

ST (Subtotal) Account Used in Profit/Loss Statement

This section of the P & L will appear as follows:

Total Revenue	$171,978.00
Beginning Inventory	485,200.00
Purchases	104,210.00
Ending Inventory	(491,022.00)
Total Cost of Goods Sold	$ 98,388.00
Gross Profit	$ 73,590.00

Profit and Loss Printout for ST Code

TT Accounts - Total all IP and VP accounts back to the previous TT or GT accounts. Override all SS and ST accounts. TT format codes should be used for "Total Liabilities" and "Total Equity." It may be used for other sections if required.

Example: The following accounts are in the Chart of Accounts for a Balance Sheet:

		Format Code	Total
2000	Accounts Payable	VP	$198,059.00
2020	Notes Payable	VP	120,670.00
2070	Taxes Payable	IP	
2080	Federal Withholding	VS	12,268.00
2090	State Withholding	VS	6,375.00
2100	Other Taxes Payable	VS	9,816.00
2150	Accrued Liabilities	VP	33,614.00
2200	Current Debt	VP	51,347.00
2285	Total Current Liabilities	ST	
2310	Leases Payable	VP	142,237.00
2320	Long Term Debt	VP	226,845.00
2385	Total Long Term Debt	ST	
2395	Total Liabilities	TT	

TT Account as It Appears in Chart of Accounts

The liabilities section of the Balance Sheet will appear as follows:

Accounts Payable	$198,059.00	
Notes Payable	120,670.00	
Taxes Payable	28,459.00	
Accrued Liabilities	33,614.00	
Current Debt	51,347.00	
Total Current Liabilities		$432,149.00
Leases Payable	142,237.00	
Long Term Debt	226,845.00	
Total Long Term Debt		369,082.00
Total Liabilities		$801,231.00

TT Account as It Appears on Balance Sheet

GT Accounts - This account applies to the BALANCE SHEET only. A GT account will add all IP and VS accounts back to the last GT account. Overrides all SS, ST and TT accounts.

GT accounts will be used for two accounts only: "Total Assets" and "Total Liabilities and Equity." Do not use a TT account for "Total Assets." The GT account adds back to the last GT. If no GT exists, "Total Liabilities and Equity" will include "Total Assets."

NT Accounts - An NT account is a unique code for the net profit account, used only in the Profit and Loss Statements. An NT account functions for the Profit and Loss Statement at the same totaling level as a GT account functions for the Balance Sheet. Only one NT account may be on the Profit and Loss Statement.

The NT account automatically posts the profit or loss to the NP or NS account on the Balance Sheet. A description of NP and NS accounts appears below.

Account #	Description	Format Code
3020-nnn	Sales	VP,VS,IP
3410-000	Total Revenue	SS
4100-nnn	Beginning Inventory	VP
4200-nnn	Purchases	VP
4300-nnn	Ending Inventory	VP
4400-000	Cost of Goods Sold	SS
4500-000	Gross Profit	ST
5000-nnn	Operating Expenses	VP,VS,IP
5600-000	Total Operating Expenses	ST
5650-000	Operating Profit	TT
3300-nnn	Other Income	VP,IP,VS
5700-nnn	Other Expenses	VP,IP,VS
5820-nnn	Taxes	VP
6000-000	Net Income	NT

NT Account for Profit and Loss Statement, as It Appears in Chart of Accounts

NP Accounts - A unique Balance Sheet account for Net Profit or Loss. There must be either an NP or NS account in the Balance Sheet. The dollar total is automatically posted from the Profit and Loss NT account. DO NOT USE AN NP ACCOUNT AND AN NS ACCOUNT. USE ONE OR THE OTHER. An NP account serves the same function as a VP account.

Account #	Description	Format Code	Balance
2570-nnn	Retained Earnings	VP	$72,650
2599-000	Net Profit (Loss)	NP	
6000-000	Net Profit (Loss)	NT	8,744

NP Account (Net Profit and Loss) as It Appears in Chart of Accounts

Account 6000-000 is automatically calculated. Its balance is automatically posted to account 2599-000. A journal entry is not required to be input for either account.

In the Equity Section of the Balance Sheet the following will appear:

Retained Earnings	$72,650
Net Profit (Loss)	$ 8,744

NP Account as it Prints on Balance Sheet

Posting is allowed to the NP account to close net income. To close the net profit account, see "Year End Closing Procedure."

NS Accounts - A unique Balance Sheet account for Net Profit or Loss. The dollar total appears only on the Balance Sheet. USE EITHER NS OR NP ON P/L CHART OF ACCOUNTS, BUT NOT BOTH. Like a VS account, the NS account total is included in the VP total which it follows.

Example:

Account #	Description	Format Code	Balance
2570-nnn	Retained Earnings	VP	$72,650
2599-000	Net Profit (Loss)	NS	
6000-000	Net Profit (Loss)	NT	$ 8,744

NS Account as it Appears on Chart of Accounts for Profit and Loss Statement

Account 6000-000 automatically transfers net profit to account 2599-000. A journal entry is not required.

In the Equity section of the Balance Sheet, the following will appear.

Retained Earnings	$81,394

NS Account as it Appears on Balance Sheet

Posting is allowed to the NS account to close net income. To close the net profit account, see "Year End Closing Procedure."

Note: Either an NP or NS account may be used on the Balance Sheet. Do not use both. Net Profit will be misposted from the P & L if both format codes are in the Balance Sheet.

Ratio Control Accounts - These ratio accounts are used to signal the computer to begin and end tallying of accounts on which operating percentages (ratios) are based.

SR = Start ratio calculation
ER = End ratio calculation

These accounts serve no other function. The descriptions of these accounts are not printed on any financial report. The SR account must be placed immediately before the first account included in the ratio and the ER account immediately after the last account included in the ratio.

All accounts after the ER account are given a ratio of:

$ amount in that account/total $ amount of the ratio accounts

Example: The following accounts are in the Chart of Accounts:

Account #	Description	Format Code	Balance
3000-000	Start Sales Ratio	SR	
3100-nnn	Product A Sales	VP	$1,000
3110-nnn	Product B Sales	VP	2,000
3120-nnn	Product C Sales	VP	7,000
3400-000	End Sales Ratio	ER	
3410-000	Total Revenue	SS	
5010-nnn	Salaries and Wages	VP	2,500
5110-nnn	Advertising	VP	1,000
5440-nnn	Utilities	VP	500
5390-nnn	Repair and Maintenance	VP	250
5600-000	Total Expenses	SS	
6000-000	Net Income (Loss)	NT	

Ratio Control Accounts (SR and ER) as they Appear in Chart of Accounts for Profit and Loss Statement

The P & L will appear as follows (note that Sales breakdowns show a ratio as a percentage of Total Revenue. Expenses and other totals also show a ratio as a percentage of Total Revenue):

Product A Sales	$ 1,000	10%
Product B Sales	2,000	20%
Product C Sales	7,000	70%
Total Revenue	$10,000	100%
Salaries and Wages	2,500	25%
Advertising	1,000	10%
Utilities	500	5%
Repair and Maintenance	250	2.5%
Total Expenses	$ 4,250	42.5%
Net Income (Loss)	$ 5,750	57.5%

Percentages Appearing on Profit and Loss Statement with Use of Ratio Control Accounts

Format Codes for Report Texts and Layout

LF = Line Feed
HF = Page Feed
GH = Group Header
TX = Multiple Line Group Header
HL = Header Line
LG = Legend
HD = Main Financial Statements Header
DS = Description of Text File

UL = Underline
DL = Double Underline

NOTE: Posting is not allowed to any format accounts.

All format accounts given a profit center designation of 000 will function regardless of whether consolidated or profit center statements are run. Format accounts given a profit center designation (Ex., nnnn-100) will function only on that profit center's statements.

LF Accounts - One or more lines will be skipped on reports. Description of account will not print.

HF Accounts - Causes report to be continued on new page.

> Example: An HF account may be put after "Total Assets" on the Balance Sheet. This will cause Liabilities and Equity to be printed on a new page.

NOTE: HF accounts are not necessary after the Profit and Loss Statement or between different supporting schedules. A new page is automatically started for the Balance Sheet and each supporting schedule.

GH Accounts - Used to describe a section on reports. Description will print.

> Example: GH Accounts are used for such headings as:
>
> Current Assets
> Fixed Assets
> Current Liabilities
> Long Term Debt
> Revenue
> Operating Expenses

The description of the account will print and a line is skipped before the next account is printed.

TX Accounts - Same function as GH. However, a line is not skipped after the description is printed. Used for multiple line descriptions.

When using a description of two or more lines, use the TX account in conjunction wth a GH account. Use a GH for the last line and a TX for all previous lines. This allows the entire description to be printed in a group and a line will be skipped after this descripiton.

HL Accounts - Used to describe a major heading on a report. Description of accounts prints centered on statement.

Example: Used for:

ASSETS
LIABILITIES & EQUITY

LG Accounts - Signals computer to print the legend for Profit and Loss Statement or Balance Sheet.

The General Ledger program contains the following legends:

PROFIT AND LOSS STATEMENT:

Company Name

For the Period XX/XX/XX to XX/XX/XX

	Current-Period		Year-to-Date	
	Amount	Ratio	Amount	Ratio

BALANCE SHEET:

Company Name

as of XX/XX/XX

HD Accounts - One-line description used in statement headings. Multiple HD accounts may be used together.

Examples of HD descriptions:

Profit and Loss Statement

Balance Sheet

Unaudited Statements
for XXXXXXX division

Schedule of Depreciation, etc.

DS Accounts - Signals computer to print designated text account. The texts are stored in the Text File (Master Menu Item #1).

Example of DS Text Account

Unaudited and without
opinion expressed by
(Your CPA Firm name)

Each text account may contain up to 22 lines of text with 70 characters per line. Up to 99 text accounts are allowed.

Text accounts allow the user flexibility in formatting. DS accounts may take the place of TX, HD, GH, HL, LG, etc. The text of the DS account may be coded to print at the beginning, end or anywhere within financial statements. The same DS account may be used on multiple statements and schedules.

DS accounts may also be used for opinions and footnotes on financial statements.

UL Accounts - Signals computer to put a single line beneath the figure printed for the previous account.

The following accounts exist in the Chart of Accounts:

Account #	Description	Format Code	Balance
4000-000	Cost of Goods Sold	GH	
4100-nnn	Beginning Inventory	VP	$ 4,360
4200-nnn	Purchases	VP	12,670
4300-nnn	Ending Inventory	VP	6,800
0400-000		UL	
0401-000		LF	
4400-000	Total Cost of Goods Sold	SS	
0451-000		UL	
4500-000	Gross Profit	ST	
0500-000		LF	
5000-000	Operating Expenses	GH	

UL (Underline) Accounts as They Appear in the Chart of Accounts

Profit and Loss Statement will appear as follows:

Cost of Goods Sold	
Beginning Inventory	$ 4,360
Purchases	12,670
Ending Inventory	(6,800)
Total Cost of Goods Sold	10,230
Gross Profit	$XX,XXX
Operating Expenses	

UL Accounts as They Print on a Profit and Loss Statement

DL Account - Signals the computer to put a double line beneath the figure for the previous account.

Account #	Description	Format Code
0910-000	Assets	HL
0920-000	Current Assets	GH
1000-nnn		VP,VS,IP
0499-000		UL
1210-000	Total Current Assets	ST
0501-000		LF
1250-000	Fixed Assets	GH
1320-nnn		VP,VS,IP
0900-000		UL
1590-000	Total Fixed Assets	ST
0920-000		UL
0921-000		LF
1600-000	Total Assets	GT
0999-000		DL

DL (Double Line) Account as it Appears on the Chart of Accounts

The Asset section of the Balance Sheet will appear as follows:

	Assets		
Current Assets			
	XX,XXX		
Total Current Assets		XX,XXX	
Fixed Assets			
	XX,XXX		
	XX,XXX		
Total Fixed Assets		XX,XXX	
Total Assets			XXX,XXX

DL as It Appears on the Balance Sheet

Supporting Schedules Layout

Supporting schedules are used to supplement financial statements. They allow for reporting formats for management, tax or external use.

Supporting schedules may use all the Profit and Loss Statement and Balance Sheet accounts. It may not be necessary to set up any new accounts for supporting schedules.

Many existing totaling and formatting accounts may be used for supporting schedules, though some new accounts may be necessary.

Note: Supporting schedule coding is completely independent from financial statements. Many accounts are used in both. The coding format of supporting schedules is similar to the financial statement coding. Each account has separate fields for financial statement codes and supporting schedule codes.

Each account (postable, totaling, and formatting) that will be used in supporting schedules must contain 4 codes. These codes are structured as follows:

a-bbb-cc-dd

a = Statement Code
bbb = Sequence Code
cc = Format code
dd = Auxiliary Format Code

a - Statement Code:

Statement codes for 0-9 and A-H are reserved for schedules which will have a Profit and Loss Statement format (one column). Codes I-Z will have a Balance Sheet format (up to 3 columns).

When supporting schedules are run, the computer will separate and sort by statement code first. Each report will be printed on a new page.

bbb - Sequence Code:

Sequence codes are used in the same manner as in coding financial statements.

cc - Format Code:

Format codes serve the same function as explained in coding financial statements.

Example: VS accounts may be VP for schedules
SS accounts may be ST or TT for supporting schedules
GH accounts may be HL for supporting schedules

dd - Auxiliary Format Codes:

The auxiliary format codes have the same function as for financial statement auxiliary codes.

Account #	Description	Fin. Stmt Code	Schedule Code
2990-000	Schedule 1:Sales		1-010-HD-01
3000-000	Sales	P-020-HL-01	
3010-000	Product A Sales	P-025-IP-01	1-020-GH-01
3010-100	Product A Sales - Div. 1	P-025-VS-01	1-025-VP-01
3010-200	Product A Sales - Div. 2	P-025-VS-01	1-030-VP-01
3010-300	Product A Sales - Div. 3	P-025-VS-01	1-035-VP-01
3011-000	Underline		1-036-UL-01
3012-000	Total Sales - Product A		1-040-ST-01
3013-000	Skip Lines		1-045-LF-01
3020-000	Product B Sales	P-030-IP-01	1-050-GH-01
3020-100	Product B Sales - Div. 1	P-030-VS-01	1-060-VP-01
3020-200	Product B Sales - Div. 2	P-030-VS-01	1-070-VP-01
3020-300	Product B Sales - Div. 3	P-030-VS-01	1-075-VP-01
3030-000	Underline	P-035-UL-01	1-080-UL-01
3035-000	Total Sales - Product B		1-085-ST-01
3036-000	Skip Line		1-090-LF-01
3040-000	Total Sales	P-040-SS-01	1-100-TT-01
3041-000	Underline		1-110-DL-01

Recoding the Profit and Loss Accounts for the Supporting Schedule

There will be no change in the appearance of the Profit and Loss Statement. The supporting schedule will appear as follows:

Schedule 1: Sales

Product A Sales

Product A Sales - Div. 1	$ XX,XXX.XX
Product A Sales - Div. 2	XX,XXX.XX
Product A Sales - Div. 3	XX,XXX.XX
Total Sales - Product A	XX,XXX.XX

Product B Sales

Product B Sales - Div. 1	XX,XXX.XX
Product B Sales - Div. 2	XX,XXX.XX
Product B Sales - Div. 3	XX,XXX.XX
Total Sales - Product B	XX,XXX.XX
Total Sales	$XXX,XXX.XX

Example of a Supporting Schedule

Multiple Statement Formatting

Three distinct formats are allowed for each financial statement. Only one Profit and Loss and Balance Sheet Format are required. All other formats are completely optional. Each format functions independently.

Multiple formatting is accomplished through multiple coding of financial statement and supporting schedule codes. All accounts in the Chart of Accounts are allowed up to 3 financial statement and 3 supporting schedule codes.

For each account, the format code may be different in each statement format. This allows for manipulation of reporting structures on financial statements.

* Multiple Profit and Loss and Balance Sheet Statements:

Many companies require very detailed statements for internal purposes but use generalized statements for external reporting.

As an example, the following accounts are in the Chart of Accounts:

Account #	Description	Fin. Stmt. Code - 1	Fin. Stmt. Code - 2	Fin. Stmt. Code - 3
3000-000	Sales	P-020-HD-00	P-020-IP-00	P-020-GH-00
3005-000	Category 1 Sales	P-021-GH-00	P-020-VS-00	P-025-IP-00
3010-nnn	Product A	P-025-VP-00	P-020-VS-00	P-025-VS-00
3020-nnn	Product B	P-030-VP-00	P-020-VS-00	P-025-VS-00
3030-nnn	Product C	P-035-VP-00	P-020-VS-00	P-025-VS-00
3031-000	Underline	P-039-UL-00		
3035-000	Total Category 1 Sales	P-040-SS-00		
3040-000	Category 2 Sales	P-045-GH-00		P-030-IP-00
3045-nnn	Product D	P-050-VP-00	P-020-VS-00	P-030-VS-00
3050-nnn	Product E	P-060-VP-00	P-020-VS-00	P-030-VS-00
3060-nnn	Product F	P-060-VP-00	P-020-VS-00	P-030-VS-00
3070-000	Underline	P-061-UL-00		P-035-UL-00
3080-000	Total Category 2 Sales	P-065-SS-00		
3090-000	Total Sales	P-070-ST-00		P-040-ST-00

Chart of Accounts Setup for Multiple Formats of the Profit and Loss Statement

The Profit and Loss for Statement Format 1 will appear:

	Sales
Category 1 Sales	
Product A	XX,XXX.XX
Product B	XX,XXX.XX
Product C	XX,XXX.XX
Total Category 1 Sales	XXX,XXX.XX
Category 2 Sales	
Product D	XX,XXX.XX
Product E	XX,XXX.XX
Product F	XX,XXX.XX
Total Category 2 Sales	XXX,XXX.XX
Total Sales	X,XXX,XXX.XX

Format 2 will appear:

Sales	X,XXX,XXX.XX

Format 3 will appear:

Sales	
Category 1 Sales	XXX,XXX.XX
Category 2 Sales	XXX,XXX.XX
Total Sales	X,XXX,XXX.XX

* Multiple Supporting Schedules

Multiple coding is done in the same manner for supporting schedules.

Supporting schedules are generally used for internal requirements. However, these schedules may also be set up for tax purposes.

Example Per 1977 Corporate Return

- Cost of Goods Sold (Schedule A)
- Schedule of taxes (Form 1120 - Ln. 17)
- Schedule of Amortization (1120 - Ln. 20)

To print a Schedule of taxes:

The following amounts are in the Chart of Accounts:

Account #	Description	Fin. Stmt. Code - 1	Sup. Sched. Code - 1
5120-nnn	FICA	P-190-VP-00	T-005-VP-01
5130-nnn	Property Tax	P-195-IP-00	T-010-IP-01
5135-nnn	Property Tax - Bldg. A	P-195-VS-00	T-010-VS-01
5140-nnn	Property Tax - Bldg. B	P-195-VS-00	T-010-VS-01
5150-nnn	Unemployment Tax	P-200-VP-00	T-015-VP-01

Add your own Header and Total accounts for the schedule.

Example:

5118-000	Schedule of Taxes	T-001-HD-01
5119-000	(Form 1120 - Line 17)	T-002-HD-01
5151-000	Underline	T-019-UL-01
5152-000	Total Taxes	T-020-TT-01

Chart of Accounts Setup: Supporting Schedules for One Format of a Multiple-Format Statement

The Supporting Schedule will appear as follows:

Client Name

Schedule of Taxes
(Form 1120 - Line 17)

FICA	X,XXX.XX
Property Taxes	X,XXX.XX
Unemployment Taxes	X,XXX.XX
Total Taxes	XX,XXX.XX

Supporting Schedule to One Format of a Multiple-Formatted Statement

Up to 36 schedules are allowed in each format. 108 schedules are allowed total.

NOTES:

1. Up to 3 formats are allowed.

2. When statements are printed, they are done by format. If Format One is printed:

   - the P & L
   - Balance Sheet
   - Schedules

   are printed for that format only.

Automatic Counter-Posting:

When setting up the Chart of Accounts, each G/L account may be given an automatic counter-posting account. The automatic counter-posting account will automatically be given the counter balancing entry to complete the journal entry. However, the operator may choose, for any Journal entry, not to use the counter-post is it is not desired.

Example:

Regular Account: 5090-nnn Depreciation - Machinery
Counter-Post Account: 1370-nnn Accumulated Depreciation - Machinery

If depreciation expense for a period is $2,300, the operator will enter this amount as a debit to account 5090-nnn. The operator is then given the choice to counter-post the entry. If the counter-posting is designated, a credit entry to account 1370-nnn for $2,300 is automatically generated.

If a credit amount was entered for account 5090-nnn, a debit entry would be generated to account 1370-nnn.

The automatic counter-posting account for account 1370-nnn could be 5090-nnn. If the accounts are set up in this manner, the depreciation figure for the period could be entered in either account and balanced automatically.

COMMAND KEYS

1. **"RETURN" Key** - When the screen is requesting information, and you type an answer, check it as it appears on the screen. If it's okay, press the key labeled "RETURN". The computer will immediately record your answer and ask the next question. "RETURN" is what tells the program to go.

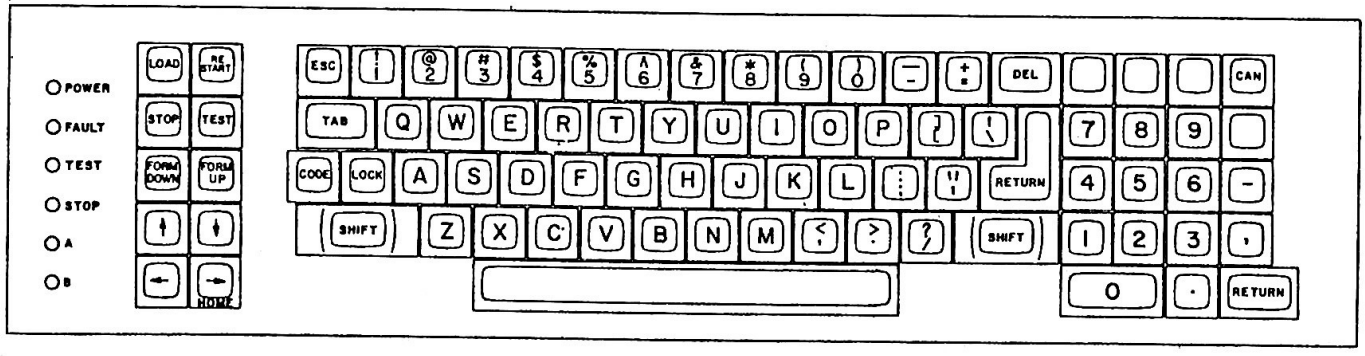
2. **"DELETE" Key** - If you type in a mistake, press "DEL" (for "DELETE"), and the letter you just typed will disappear. Do this as many times as needed. Then type in the correct entry, and press "RETURN".

3. **"CANCEL" Key** - On a long answer, where your typo was at the beginning of a line, you may find it repetitious to use the "DELETE" key. Just press "CAN" (for "CANCEL") and erase that entire line.

4. **Starting All Over Again** - While part way through a set of questions on the screen, you may want to cancel what you've entered and start again. Just depress "CODE" and "CAN" simultaneously; then press "RETURN". A message at the bottom of the screen will say that the record has not been processed. Then you may start over at the beginning.

   (NOTE: Don't use this procedure on one-character responses—for example, on items where you can only answer "Y" or "N". Press "RETURN" to get to an item that has space for a longer response; then press "CODE" and "CAN".)

5. **"END"** - After you've entered and corrected your data, you press "RETURN", and the computer returns to the beginning and asks the same set of questions again. If you type "END", the screen will bring you back to a menu. Keep typing "END", and you will get to the Master Menu.



6. **"CODE 3" Keys** - If you have written something on the screen and you want to copy it, press the keys "CODE" and "3", and the printer will print out exactly what is on the screen. "CODE 3" does not enter the data on your diskette, and does not post the data to any other reports you might print.

7. **Lost and Found** - If "END" and "RETURN" don't get you back to the master menu, type these codes into the keyboard:

   "LGO"

   If "LGO:" then appears on the screen, type in "GLMENU". If you repeatedly lose the Master Menu and can't complete your procedure, call your dealer.

SPECIAL FEATURES

8. **Optional Answers** - The manual says some items are "optional". If you have no answers for these items, press "RETURN". When the computer prints out a report, nonanswered items will appear as zero (for numeric answers) or appear as blank space.

9. * will sometimes appear on a screen, usually in a "Change" or "Delete" process. You must respond to asterisked items to find the record you want. The asterisk means that you have asked the computer for some records which are already on your diskette. After you answer the asterisked items, it knows which record to display for you.

10. **A Special Feature Called "DEFAULT"** - "DEFAULT" is a handy feature that avoids repetition. When the manual says that an item "DEFAULTS", you can press "RETURN", and the computer remembers what you typed in that blank the last time you were there or the most commonly used answer. Automatically, it puts the default values there again. Perhaps you don't remember what you put in that blank before. Or you may want to type in something different. Just type in the answer you want. You can see how much typing this "DEFAULT" feature saves if you enter several records that are similar.

    "DEFAULT" is also useful in creating a report consisting of a list. The computer will ask you where, out of all your records, it should begin and end the list. If you want it to list everything that's on your diskette, then press "RETURN," where the screen says "STARTING #". The screen will answer "ALL". You will then get a list of all the records you have entered. The question "ANY CHANGE?" always defaults to NO. That is, if you press "RETURN", the program does <u>not</u> request any changes.

    To know which way you are using the "DEFAULT" function, refer to your manual. It will tell you what you are defaulting to; e.g., to "ALL" or to the previous entry, or to a predetermined commonly used answer.

11. **Entry Errors** - There are several types of errors which can be made while entering data on the keyboard. For instance, you may enter alphabetic characters into a field which is supposed to be only numeric. Or you may enter too many characters into a field or enter a minus sign into a field which must be positive. In all cases, the computer will catch the error immediately and display a message at the bottom of the screen instructing you how to recover easily. If your error is not immediately apparent to you, consult your operator instructions for the specific program you are running.

12. **Program Errors** - Some possible error messages are:

    1D (FILE UNAVAILABLE) or 6D (FILE NOT FOUND) - if either of these messages appear, check to be sure you have the diskettes in the right drives.

    23 (MAX RECORDS) - means there is no space left on a particular file to store information. You may have forgotten to purge the file, after printing out reports; or you may need to delete unnecessary records.

    In general, if a program error message appears, write down

    a) what is on the screen

    b) what you were doing when the error occurred.

    Then call your dealer or representative with this information.

13. **"EDIT" vs. "POST"** - You will notice in your manual that some programs print a report for you called "EDIT." Other programs print a report for you called "JOURNAL" or "REGISTER." The difference is very important. When you get an "EDIT" report, you can look it over, notice errors, and go back to the computer to make corrections. The "POST" program assumes all your numbers are correct and will post those numbers to several other files that you will print out later.

KEYBOARD CONVENTIONS

14. **Numbers** - Never type a decimal point, comma, or a dollar sign when entering numeric or dollar data. The computer supplies these automatically. Thus, your entry "1000" shows on the screen as "10.00." In a printed out report, the computer will "know" it is a dollar value.

15. **Capital and Lower Case** - Your keyboard has both capital and lower-case letters, just as a typewriter does. Unlike the typewriter, it normally prints all letters as capital letters. If you press the "shift" key, the computer will print a lower-case letter.

OPERATOR INSTRUCTIONS

GENERAL LEDGER

D-BASIC
Release: 001
Date: 07/31/79

Master Menu

Page 1 of 2

The following procedure is done every day, as soon as you turn on the power switch of your F-85 Durango Computer.

1. Insert the General Ledger System Diskette (GL SYSTEM 1) into Drive Ø, and a General Ledger Data Diskette into Drive 1. Close diskette drive doors gently. (NOTE: Be sure you turn the computer on before you insert the Diskettes.)

2. Depress the LOAD and CODE keys. This loads the DX-85 Operating System into memory.

3. Your video screen will display the pharase:

   DX-85 REL n VER n-nnK

   where "n" is the number of the latest release or version and "nn" is the system's memory size in thousands of bytes. The system then prompts:

   ENTER DATE MMDDYY

   The operator then types the date in the format shown, where MM is the month, DD is the day, and YY is the last two digits of the current year. Do not type in spaces or slashes. Thus the date June 2, 1999 would be typed 060299

4. After you press "RETURN", the system prompts:

   ENTER TIME HHMM (24 hour clock)

   The current time is then entered in the format shown. 24 hour clock is used (i.e., 1400 = 2:00 p.m.). Then press "RETURN".

5. The screen automatically displays:

   : LGO
   LGO:GLMENU

6. Following the display above, the Master Menu for General Ledger appears on the screen, with the message, "PLEASE SELECT APPLICATION".

Illustrated below is the General Ledger Master Menu from which all activity is selected.

```
GENERAL LEDGER          RELEASE     VERSION

PLEASE SELECT ..
   1. TEXT FILE MAINTENANCE                  9. FINANCIAL REPORT SELECTION
   2. CHART OF ACCOUNTS                     10. SOURCE CROSS REFERENCE
   3. DISTRIBUTION CODE FILE MAINTENANCE    11. UPDATE COMPANY NAME
   4. ACCOUNTING PERIOD MAINTENANCE         12. YEAR END PROCEDURE
   5. JOURNAL TRANSACTION ENTRY & EDITING   13. JOURNAL FILE COMPRESS
   6. TRIAL BALANCE/GENERAL LEDGER REPORT   14. BACKUP G/L DATA DISKETTE
   7. ACCOUNT INQUIRY                       15. INITIALIZE GENERAL LEDGER SYSTEM
   8. GL WORKSHEET
```

1. Select the application desired.

2. Valid entries are numeric characters 1 through 15.

3. Begin by selecting Item 15, "Initialize General Ledger System."

4. After Initializing, select the following procedures in the sequence given below:

   11. Update Company Name
   4. Accounting Period Maintenance
   2. Chart of Accounts
   3. Distribution Code File Maintenance
   1. Text File Maintenance
   5. Journal Transaction Entry and Editing

5. Do not select #12 ("Year End Procedure") until you have read the procedure description in this manual.

6. To increase the space available for General Ledger files, some infrequently used programs have been placed on a second diskette: GL SYSTEM 2. The programs on GL SYSTEM 2 are:

   1. Text File Maintenance
   3. Distribution Code File Maintenance
   10. Source Cross Reference
   12. Year End Procedure
   15. Initialize General Ledger

   Each day, begin by inserting GL SYSTEM 1, bringing up the Master Menu, and selecting a Master Menu Item. A message on the screen will then instruct you to insert GL SYSTEM 2 for those Items where it is appropriate.

MASTER MENU ITEM #1 - G/L TEXT FILE MAINTENANCE

"Text statements" are headers, footnotes, opinions, or any other phrases that you want the computer to print on reports. You may code these statements to appear on Financial Statements and Supporting Schedules. The code in the Chart of Accounts file which relates to the text is called the "DS" code, which stands for the "Description of Text." Its use is more fully described in the chapter called "Explanation and Examples."

The text file may contain as many text statements as originally specified in the Initialization procedure. Each text statement may contain up to 22 lines with up to 70 characters per line.

Each text statement is assigned, by you, a unique two-digit text code. This code is then entered as the "auxiliary format code" (explained in the Chart of Accounts procedures) for the proper DS account record.

NOTE: In adding new texts, all centering of text statements must be done by entering spaces. If you wish to print a line longer than the characters allowed:

> Enter a plus (+) character for the last character on the line. Continue on the next line.

This will print as one line with up to 132 characters. Two screen lines is the maximum number that can be printed as one. Therefore, there is a maximum line length on printed reports of 132 characters.

This program, "G/L Text File Maintenance," provides the facility to add new text lines, change existing text lines and delete text lines no longer used. A print program allows you to print the text file.

```
TEXT FILE MAINTENANCE



                    PLEASE SELECT APPLICATION .

                         1. ADD NEW TEXTS

                         2. CHANGE/INQUIRE TEXTS

                         3. DELETE TEXTS

                         4. PRINT OUT TEXTS
```

Type "END" in the "PLEASE SELECT APPLICATION" position to return to the Master Menu.

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1-1

This program allows addition of new text statements to the text file.

```
        TEXT FILE MAINTENANCE - ADD




                                  PLEASE ENTER TEXT #  ..

                                         DESCRIPTION
```

1. Enter Text Number. Must be numeric. You will later need to enter this number as the auxiliary format code for the proper DS account in the Chart of Accounts.

   After you enter the Text Number, the following screen appears:

```
    1. ..............................................................
    2.
    3.
    4.
    5.
    6.
    7.
    8.
    9.
   10.
   11.
   12.
   13.
   14.
   15.
   16.
   17.
   18.
   19.
   20.
   21.
   22.
```

Notes:

Type "END" at the beginning of a text line to advance to the "ANY CHANGE" routine.

Type "+" in the last position of a text line to create a line longer than 70 characters. This will "add" the following to the one with the "+" in the last character.

Type spaces to center lines.

To end adding text lines, type "END" in the text number slot.

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Release: 001
Date: 07/31/79

1-2

This program allows changes to be made to text statements.

```
        TEXT FILE MAINTENANCE - CHANGE/INQUIRE




                              *PLEASE ENTER TEXT # ..

                                      DESCRIPTION
```

The program will ask for the text number; then the text statement will be displayed. Changes to the text lines will be allowed.

Type "END" in the "Text #" position to end the process.

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1-3

This program will ask for the text number. The text description will be displayed.

```
TEXT FILE MAINTENANCE - DELETE



          *PLEASE ENTER TEXT # 10
                  DESCRIPTION  P & L HEADING
```

It will then ask, "RIGHT TEXT?" A "Y" (Yes) will cause the text to be deleted. Defaults to "N" on "RETURN". Type "END" in the Text Number position to end the process.

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1-4

This procedure prints out all or a selected portion of the text file.

```
TEXT FILE MAINTENANCE - PRINT OUT



                    PLEASE ENTER STARTING TEXT NUMBER ..

                    PLEASE ENTER ENDING TEXT NUMBER
```

The screen asks for starting and ending text number. The operator can enter both numbers or obtains a complete listing by typing "ALL" for the starting number. Typing "RETURN" defaults to "ALL".

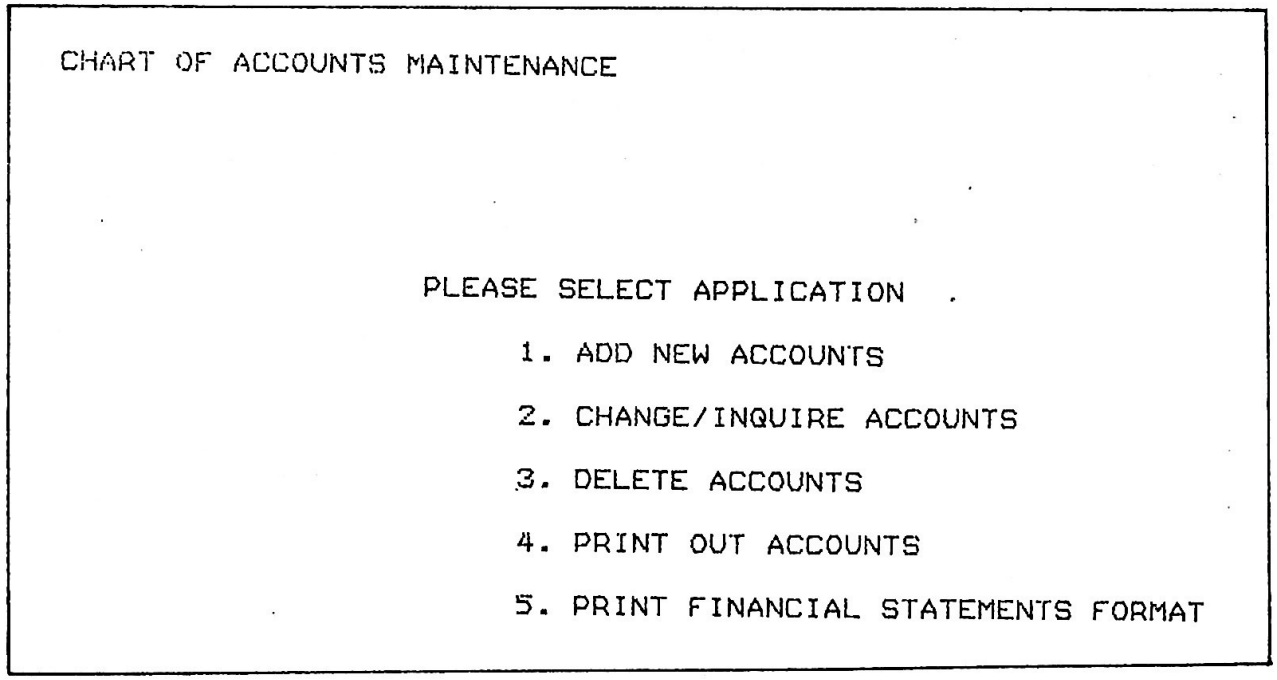
To end the process type "END" in the "STARTING TEXT NUMBER" position.

MASTER MENU ITEM #2 - CHART OF ACCOUNTS MAINTENANCE

This program provides the facility to add new accounts, change or inquire accounts, delete accounts, print the chart of accounts file, or print financial statements formats.

There are two major types of chart records maintained on the Chart of Accounts file. One is the actual postable accounts from your General Ledger system. The other is formatting control records for totaling, subtotaling, headers, text accounts, etc. These control records allow you to structure your Balance Sheet, Profit and Loss Statement and Supporting Schedules.

The second data entry screen only appears if one or more of the financial statement format codes contains a "VS" or "VP" code (which denotes a postable account).



CODES FOR ACCOUNTS USED IN FINANCIAL REPORTS

(Setting Up the Chart of Accounts)

Code Format: a-bbb-cc-dd

CODE FORMAT		CODES TO INSERT	LOCATION IN THIS CHART
a	=	Statement Code: Specifies which report an account appears in.	Page 2
		For Statements, use P (Profit and Loss) or B (Balance Sheet).	
		For 1-column Supporting Schedules, use Ø-9, A-H.	
		For 3-column Supporting Schedules, use I-Z.	
bbb	=	Sequence Code: Specifies the print sequence or the function sequence of an account record.	Page 2
		For all reports, use ØØØ-999.	
cc	=	Format Code: Specifies the use or function of the account record.	Pages 3-6
		For postable accounts and totaling, use:	
		IP	Page 3
		VS	
		VP	
		SS	Page 4
		ST	
		TT	
		GT	
		NT	
		NP	Page 5
		NS	
		SR	
		ER	
		For texts and layout, use:	
		LF	Page 6
		HF	
		GH	
		TX	
		HL	
		LG	
		HD	
		DS	
		UL	
		DL	
dd	=	Auxiliary Code: Varies, depending on format code or statement code preceding it.	Page 7
		Use 01-03 after B or LF	
		Use 01-99 after DS	

CODES FOR ACCOUNTS USED IN FINANCIAL REPORTS

a

Statement Codes (a)

CODE	DESCRIPTION	PRINTS ON FINANCIAL REPORTS
P	Profit and Loss Statement (May be 3 different versions of the statement)	Profit and Loss Only
B	Balance Sheet (May be 3 different versions of the Balance Sheet)	Balance Sheet Only
Ø-9 A-H	Supporting Schedules (May be 3 different versions of each schedule)	Supporting Schedules 1 column wide
I-Z	Supporting Schedules (May be 3 different versions of each schedule)	Supporting Schedules 3 columns wide

---

bbb

Sequence Codes (bbb)

CODE	DESCRIPTION	SEQUENCE	PRINTS ON FINANCIAL REPORTS
ØØØ-999	Sequence of position in financial reports. Same use for all.	3-digit numeric for each financial statement code. The sequence number of totaling accounts and subtotaling accounts indicates what VS and VP accounts are totaled into them. The sequence number of text and layout accounts tells what line texts appear on.	All Reports depending on statement code

CODES FOR ACCOUNTS USED IN FINANCIAL REPORTS

CC Format Codes (cc) for Postable and Totaling Accounts

CODE	DESCRIPTION	SEQUENCE	PRINTS ON FINANCIAL REPORTS
IP	Identification for Posting Subaccounts No transactions are posted to these account numbers, but they appear on financial reports as totals of valid sub-accounts (VS).	Totals all VS accounts which follow it, down to next VP or IP account	All Reports
VS	Valid Subaccount Transactions are posted to these accounts but do not print on financial reports except Trial Balance. The balance is added to the previous IP or VP account.	Follows an IP or VP account	Trial Balance Only
VP	Valid Posting Accounts Transactions are posted to these accounts. These accounts appear on financial reports. They include in their totals the balances of Valid Subaccounts, as designated.	Totals all VS accounts which follow it, down to next VP or IP account.	All Reports

CODES FOR ACCOUNTS USED IN FINANCIAL REPORTS

CC Format Codes (cc) for Postable and Totaling Accounts (cont'd.)

CODE	DESCRIPTION	SEQUENCE	PRINTS ON FINANCIAL REPORTS
SS	Section Subtotal Totals all IP and VP accounts up to the previous SS, ST, TT, or GT account.	Follows accounts to be included in total.	All Reports
ST	Subtotal Totals all IP and VP accounts up to the previous ST, TT, or GT account. Overrides previous SS accounts.	Follows accounts to be included in total.	All Reports
TT	Total Totals all IP and VP accounts back to the previous TT or GT accounts. Overrides all SS and ST accounts. Used for totaling major headings such as "TOTAL LIABILITY."	Follows accounts to be included in total.	All Reports
GT	Grand Total Used only for "Total Assets and Liability." Totals all IP and VS accounts back to the previous GT account. Overrides SS, ST, and TT accounts.	Balance Sheet. Follows all account figures and totals.	Balance Sheet Only
NT	Net Profit and Loss Profit/Loss Statement. Posts to Balance Sheet automatically (as either NP or NS). Functions on statement as GT total. Totals the NP or NS accounts on the Profit and Loss Statement. There can be only one NT account.	Follows accounts to be included in total on Profit and Loss Statement	Profit and Loss Only

CODES FOR ACCOUNTS USED IN FINANCIAL REPORTS

CC Format Codes (cc) for Postable and Totaling Accounts (cont'd.)

CODE	DESCRIPTION	SEQUENCE	PRINTS ON FINANCIAL REPORTS
NP	Net Profit and Loss Balance Sheet only. Posted to automatically by NT account, and carries the NT from the P/L Statement to the Balance Sheet. Do not use both NP and NS.	Placed just above the Net Profit (Loss) total on Equity section of Balance Sheet	Balance Sheet Only
NS	Net Profit and Loss Balance Sheet only. Subtotals from the P/L Statement to the Balance Sheet. Functions as VS account.	Same Placement as NP	Balance Sheet Only
SR	Start Ratio Control Use when you wish to print sales breakdowns as a percentage of total sales. Used with ER (below).	Must be placed immediately before 1st account for which ratio of a total is to be calculated.	Profit/Loss Statement Only
ER	End Ratio Control Used with SR to indicate where Sales breakdown percentages end.	Must be placed immediately after last account (but before total) for which ratio is to be calculated.	Profit/Loss Statement Only

CODES FOR ACCOUNTS USED IN FINANCIAL REPORTS

CC Format Codes (cc) for Report Texts and Layout

CODE	DESCRIPTION	SEQUENCE	PRINTS ON FINANCIAL REPORTS
LF	Line Feed Generates a blank print line.	Can precede or follow any account	All Reports
HF	Page Feed Starts a new page	Precedes 1st account you wish on new page	All Reports
GH	Group Header Describes a group of items, such as "CURRENT ASSETS."	Precedes any VP or IP account in this group	All Reports
TX	Multiple Line Group Header Description that's longer than one line. (No line skip in between.)	Precedes any VP or IP account in this group	All Reports
HL	Header Line Major heading on a report such as "ASSETS."	Precedes all accounts belonging to that heading	All Reports
LG	Legend Line Legend for Profit and Loss Statement or Balance Sheet. (Examples: "FOR THE PERIOD OF (date)" on P/L or "AS OF (date) on Balance Sheet	Usually follows HD.	P & L and Balance Sheet Only
HD	Main Financial Statements Header Title of any Financial report such as "BALANCE SHEET."	Precedes all accounts on a Main Financial Statement	All Reports
DS	Description Line Prints text statement line referred to on Auxiliary Code	Optional placement	All Reports
UL	Underline Prints an underline under previous figure	Must follow the figure to be underlined	All Reports
DL	Double Underline Prints a double underline under previous figure	Must follow the figure to be double underlined	All Reports

CODES FOR ACCOUNTS USED IN FINANCIAL REPORTS

dd

Auxiliary Code (dd)

CODE	DESCRIPTION	SEQUENCE	PRINTS ON FINANCIAL REPORTS
Ø1-Ø3 after LF	Used with Line Feed code, it tells how many lines to feed (skip) before printing the next item.	May be used after any account	All Reports
ØØ-99 after DS	Used with Description code, it gives the number of the Text line to be printed.	May be used before or after account.	All Reports
Ø1-Ø3 with B	For Balance Sheet accounts, this number tells which of the 3 Balance Sheet columns a figure should print in.	-	Balance Sheet Only

D-BASIC
Release: 001
Date: 07/31/79

Chart of Accounts
Maintenance
Add New Accounts
Screen 1
Page 1 of 3

2-1

This program is used to add new accounts to your Chart of Accounts file. For a description of Financial Statement Format codes, see the table entitled: "Codes for Accounts Used in Financial Reports."

```
                CHART OF ACCOUNTS MAINTENANCE - ADD

                                1. ACCOUNT #      ....
                                2. DESCRIPTION
                                3. CTR BAL ACCT
                                4. AUTO-DIST CD
                                5. SECTION SUB?

                                6. F-S CODE 1
                                7. F-S CODE 2
                                8. F-S CODE 3

                                9. S-S CODE 1
                               10. S-S CODE 2
                               11. S-S CODE 3

                               12. S-A CODE 1
                               13. S-A CODE 2
                               14. S-A CODE 3

                               15. PAREN CODE
                               16. COMPRSS CODE
```

1. Account Number - Required. Enter the first 3 or 4 digits. Then press "RETURN". The system inserts a "-". Then you may optionally enter the next 1 to 3 digits. The digits to the left of the "-" are your main account numbers. The digits to the right are profit centers or separate company or division designation.

   At least 3 digits must be entered in the first 4 places. The next 3 places are optional. If no profit center digits are entered, the "-" is erased.

2. Description - Optional. Enter description as you wish it to appear on Financial reports. For certain Format Accounts (accounts which set up the appearance or format of the report), the description will not print on reports, but you may enter a description for your own reference, such as on a "LINE FEED" account.

3. Counter Balance Account - Optional. Enter 3 to 4 digits of the counter account number. The system inserts a "-". Then enter a 1- to 3-digit profit center if applicable. If the counter balance account is already on file, the description will be displayed. If it is not yet on file the message "ACCOUNT NOT ON FILE" will appear. This is OK and entry of this account can continue. Be sure to later enter the counter-balance account number.

4. Auto Distribution Code - Optional. Each account may be assigned an automatic distribution code from 1 to 999. This code should then be entered in Distribution Code file maintenance (Master Menu #3).

   Each automatic distribution code may be used by more than one G/L account number.

   If you are setting this account up as an automatic distribution account, we suggest you assign "998" as the profit center with a "VS" posting code. This should help in tracing distributed transaction activity.

5. Section Sub? - Optional. Enter "Y" (yes) if this is a section subtotal account; "N" if it is not. Defaults to N. This will provide a subtotal on the Trial Balance only. (Thus, if you wish to print a subtotal on the Trial Balance for "Assets" and "Liabilities," answer "Y" on the last account in that section.)

6. Financial Statement Format Code 1. See the procedure, "Codes for Accounts Used in Financial Reports."

7. Financial Statement Format Code 2.

8. Financial Statement Format Code 3.

   Steps 6, 7, and 8 are optional. Either type "RETURN" or enter 8 characters in the format a-bbb-cc-dd.

   a. First Digit - The first digit must be either a "B" (Balance Sheet) or "P" (Profit & Loss Statement). The system inserts a "-" when you press "RETURN".

   bbb. Sequence Number - 3 numeric characters. The sequence number determines how each account will be sorted for printing on financial reports. Profit and Loss and Balance Sheet accounts and Supporting Schedules may have the same sequence number. The system inserts a "-" when you press "RETURN".

   cc. Format Codes - These are the posting and formatting account codes. Enter one of 22 format codes: IP, VS, VP, SS, ST, TT, GT, NT, NP, NS, SR, ER, LF, HF, GH, TX, HL, LG, HD, DS, UL, DL. The system inserts a "-" when you press "RETURN".

   dd. Auxiliary Format Codes - A two digit numeric code. Use of this code will depend on the type of account.

Note: If you desire more than one format of the Balance Sheet or Profit and Loss Statement, enter the second Financial Statement format code in Step "7" and the third in Step "8".

9. Supporting Schedule Format Code 1.

10. Supporting Schedule Format Code 2.

11. Supporting Schedule Format Code 3.

For Steps 9, 10, and 11 either type "RETURN" or 8 characters must be entered, in the format a-bbb-cc-dd.

a. The first character must be a single 0 through 9 or A through H if you wish a one column print format as in the Profit & Loss Statement. Codes I through Z are used for 3-column format as in the Balance Sheet.

bbb, cc, dd. Sequence Number, Format Codes, Auxiliary Format Codes.

Used in the same manner as the Financial Statement Code.

Steps 12, 13, and 14 are reserved for Source and Application of Funds codes. These are not applicable in the present version of the General Ledger Programs.

15. Paren Code - Parenthesis Control Code. Required on all accounts where a balance or total will print. The parenthesis control is used to trigger printing of parenthesis on financial statements. Enter "C" to generate a parenthesis on a debit balance for an account that is normally a credit. Enter "D" to generate a parenthesis on a credit balance for an account that is normally a debit.

16. COMPRSS - Compression code. Required for all postable accounts. Defaults to "N" (no compression) on format accounts. Enter "P" for period compression, or "D" for date compression.

When date compression is used, all transactions for each day are compressed to one date transaction with the total amount for that day for each account.

When period compression is used, all transactions for each period are compressed to one transaction per period with the total amount for each account.

Type "END" in the "ACCOUNT #" position to end the process.

D-BASIC
Release: 001
Date: 07/31/79

Chart of Accounts
Maintenance
Add New Accounts
Screen 2
Page 1 of 2

Illustrated below is Screen 2 of Chart of Accounts Maintenance - Add New Accounts. This screen only appears if one or more of the financial statements format codes contains a "VS" or "VP" code (which denotes a postable account). These figures may be entered at a later date if desired through the change mode.

```
CHART OF ACCOUNTS MAINTENANCE - ADD

              ACCOUNT:  1000-998  TEST ACCOUNT

              ---BUDGETS---                          --COMPARATIVES--

      PERIOD-01. ........      PRIOR YR BEG BAL-00.
      PERIOD-02.               END BAL LSYR PRD-01.
      PERIOD-03.               END BAL LSYR PRD-02.
      PERIOD-04.               END BAL LSYR PRD-03.
      PERIOD-05.               END BAL LSYR PRD-04.
      PERIOD-06.               END BAL LSYR PRD-05.
      PERIOD-07.               END BAL LSYR PRD-06.
      PERIOD-08.               END BAL LSYR PRD-07.
      PERIOD-09.               END BAL LSYR PRD-08.
      PERIOD-10.               END BAL LSYR PRD-09.
      PERIOD-11.               END BAL LSYR PRD-10.
      PERIOD-12.               END BAL LSYR PRD-11.
      PERIOD-13.               END BAL LSYR PRD-12.
                               END BAL LSYR PRD-13.
```

1. Budgets - Enter 1 to 8 numeric characters. Enter even dollars only (i.e., -nnnnnnn converts to nn,nnn,nnn-). Amount can be negative

   Type "D" in the Budgets column "Period - 01" position to default to all zeros in all periods.

   Budgets must be entered each year after the year-end procedures.

   Budgets are useful on the Profit and Loss Statement. If entered, they will show Current Period budget figures and year-to-date figures. Budgets will appear on those financial statements you choose to print budget figures.

2. Comparatives - Enter 1 to 10 numeric characters with a 2-digit decimal place (i.e., -nnnnnnnnn converts to nn,nnn,nnn.nn-). Amount can be negative.

   Type "D" in the comparatives column "Prior Yr Beg. Bal - 00" position to default to all zeros in all periods.

   Comparatives need only be entered when initially setting up the General Ledger system. Once you have ended your first year on the system and run the Year End Procedure, Year End will automatically update your new year's comparatives, using your previous year's balances.

   For Balance Sheet accounts, enter the ending period balance. For Profit and Loss accounts, enter the period-to-date figures. Example: the Balance Sheet March balance on Cash would be as of March 31. The Profit and Loss total for March on Salaries and Wages would be the total of January, February, and March (with a January - December fiscal year and accounting periods set up as monthly).

Note: For both Budgets and Comparatives you normally would enter negative amounts for credit accounts and positive amounts for debit accounts.

D-BASIC
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2-2

This program displays current account information on the screen and provides the ability to make changes.

```
CHART OF ACCOUNTS MAINTENANCE - CHANGE/INQUIRE

                    *1. ACCOUNT #     1100-100
                     2. DESCRIPTION   TOTAL CASH ON HAND
                     3. CTR BAL ACCT
                     4. AUTO-DIST CD
                     5. SECTION SUB?  N .

                     6. F-S CODE 1    B-064-ST-01
                     7. F-S CODE 2
                     8. F-S CODE 3

                     9. S-S CODE 1
                    10. S-S CODE 2
                    11. S-S CODE 3

                    12. S-A CODE 1
                    13. S-A CODE 2
                    14. S-A CODE 3

                    15. PAREN CODE    D
                    16. COMPRSS CODE  P

ANY CHANGE ?  . .
```

The screen will ask for Account Number. Enter the first 3 or 4 digits and press "RETURN". The system will generate the "-". Enter the last 3 digits if applicable and press "RETURN".

Data entry is the same as "ADD NEW ACCOUNTS".

Type "END" in the "Account #" position to end the process.

Screen 2 will also appear, if this is a postable account.

D-BASIC
Release: 001
Date: 07/31/79

2-3

This program allows deletion of unused or inactive accounts.

```
        CHART OF ACCOUNTS MAINTENANCE - DELETE

                          *1. ACCOUNT #     1000-100
                           2. DESCRIPTION   TEXT LINE
                           3. CTR BAL ACCT
                           4. AUTO-DIST CD
                           5. SECTION SUB?  N

                           6. F-S CODE 1    B-005-DS-01
                           7. F-S CODE 2
                           8. F-S CODE 3

                           9. S-S CODE 1
                          10. S-S CODE 2
                          11. S-S CODE 3

                          12. S-A CODE 1
                          13. S-A CODE 2
                          14. S-A CODE 3

                          15. PAREN CODE    D
                          16. COMPRSS CODE  N

        OK TO DELETE ?  .
```

The screen asks for Account Number. Enter the first 3 or 4 digits and press "RETURN". The system will generate the "-". Enter the last 3 digits if applicable and type "RETURN".

The screen then displays current information on that account number. The screen will ask "RIGHT ACCOUNT?". A "Y" (Yes) answer means that account will be deleted. A "N" (No) answer will not delete the account, but will inquire for another account number.

To end the process, type "END" in the "Account #" position.

D-BASIC
Release: 001
Date: 07/31/79

2-4

This program will provide a printout of all current information regarding accounts on the Chart of Accounts file.

```
CHART OF ACCOUNTS MAINTENANCE
PRINT-OUT



                    PLEASE ENTER

                         1. STARTING ACCOUNT ....

                         2. ENDING ACCOUNT

                         3. SHOW BUDGETS ?

                         4. SHOW COMPARATIVES ?

                         5. PROFIT CENTER
```

This program may be run at any time. The accounts will print in account number sequence.

1, 2. Enter starting and ending numbers as requested on the screen. Defaults to "ALL" on "RETURN".

3. Show Budgets? - Enter "Y" (yes) if you wish budget figures to be printed. A "N" (no) answer will skip budget figures. Defaults to "Y" on "RETURN".

4. Show Comparatives? - Enter "Y" (yes) is you wish last year comparative figures to be printed. A "N" (no) answer will skip comparatives. Defaults to "Y" on "RETURN".

5. Profit Center - If there are not Profit Centers the item will not be requested. If you wish to select Accounts for only one Profit Center, enter the 1 to 3 digit Profit Center desired. Defaults to "ALL" on "RETURN".

2-5

A printed report of all accounts and their financial statement format codes may be obtained with this program. This report sorts accounts by the sequence number in the Format code.

Accounts may be obtained separately for:

All Balance Sheet accounts
All Profit and Loss accounts
All Supporting Schedules accounts

```
PRINT FINANCIAL STATEMENTS FORMAT


                    1. PLEASE ENTER FORMAT # (1-3)

                    2. SHOW BALANCE SHEET ACCTS ?

                    3. SHOW PROFIT & LOSS ACCTS?

                    4. SHOW SUPPORTING SCHED ACCTS?

                    5. PRINT ACCT #'S FOR POSTABLE
                       ACCOUNTS ONLY?
```

1. Format No - Required. Select 1, 2, or 3. If you have only one format, enter #1.

2. Balance Sheet Accounts - Required. Answer "Y" (Yes) or "N" (No). Defaults to N.

3. Profit & Loss Accounts - Required. Answer "Y" (Yes) or "N" (No). Defaults to N.

4. Supporting Schedule Accounts - Required. Answer "Y" (Yes) or "N" (No). Defaults to N.

5. Postable Accounts Only - Required. Answer "Y" (Yes) or "N" (No). Defaults to N. If you answer Yes, all accounts will print, but account numbers will be suppressed for nonpostable accounts. Description and format codes will still print. If you answer No, all account numbers will print.

Note: If you answer "N" to #2, 3 and 4 then the system will respond, "TOO MANY 'N' ANSWERS". You must answer "Y" to at least one of them.

D-BASIC
Release: 001
Date: 07/31/79

MASTER MENU ITEM #3 - DISTRIBUTION CODE FILE MAINTENANCE

This program may be run on request. This allows add, change and inquire, deletion and print of automatic distribution codes. Automatic distribution will distribute the transaction amount of a designated account to specified General Ledger accounts (according to the percentages set up in this program).

Automatic distribution is optional. Whenever a journal transaction entry is made to an account with a distribution code on file, the operator is given the option to automatically distribute or not.

```
DISTRIBUTION CODE FILE MAINTENANCE



                    PLEASE SELECT APPLICATION

                         1. ADD NEW CODES

                         2. CHANGE/INQUIRE CODES

                         3. DELETE CODES

                         4. PRINT OUT CODES
```

Notes:

a. Automatic distribution may be made to either multiple accounts or profit centers.

b. Distribution may be made to a maximum of 12 General Ledger accounts.

c. Distribution must be made to valid posting accounts.

Automatic Distribution - Explanation and Examples

Automatic distribution will distribute the amount of a designated account to specified G/L accounts. The accounts, and the specified percentages of distribution, are set up in this procedure.

Account 2500-998 has the following automatic distribution:

Account No.	Distribution %	Description
2510-nnn	50%	Salary - Administrative
2520-nnn	30%	Salary - Sales
2530-nnn	20%	Salary - Personnel

Distribution Percentages to General Ledger Accounts

An employee's salary is to be distributed according to the above percentages. The entry is made as follows (in the "Journal Transaction Entry & Editing" procedure, Master Menu Item #5):

Account No.		DR	CR
2500-998	Salary: Auto Distr.	800	
1000-nnn	Cash		600
1500-nnn	Withholding		200

Entry Made by Operator

After entry, the operator would designate that account 2500-998 is to be automatically distributed. The system will generate and post the following entry:

Account No.		DR	CR
2510-nnn	Salary - Administrative	400	
2520-nnn	Salary - Sales	240	
2530-nnn	Salary - Personnel	160	
1000-nnn	Cash		600
1500-nnn	Withholding		200

Computer-Generated Entry for Automatic Distribution

Coding:

Each group of auto distribution accounts is given a distinct distribution code. Distribution codes from 1 to 999 are allowed.

Example:

	Account No.	Distribution %
Code 1	3265-nnn	40%
	3470-nnn	23%
	3475-nnn	37%
Code 2	1160-nnn	11%
	1190-100	22%
	1190-200	36%
	1190-300	18%
	4710-nnn	13%

Codes for Distribution to General Ledger Accounts

When coding the Chart of Accounts, each account may be assigned a distribution code. Whenever an entry is made to an account with a distribution code on file, the operator is given the option to automatically distribute. If the operator does not choose automatic distribution, the entire amount entered in the account is posted to that account.

If the operator chooses to automatically distribute, the computer reads the distribution code for the account and distributes to the accounts and percentages contained within the code (when posting occurs).

NOTES:

- Only one automatic distribution code is allowed for each G/L account.
- Each automatic distribution code may be used by more than one G/L account number.
- Distribution may be made to valid posting accounts only.
- Each General Ledger account may be included in more than one auto distribution code.

Main Distribution Accounts:

While setting up the Chart of Accounts, it may be advantageous to set up main distribution accounts.

The suggested procedure is as follows:

1) For each automatic distribution code, set up a VS account with a profit center designation of 998. The sole purpose of this account is to function as a main distribution account.

2) The main account number (first four digits) may be an account number relating to the distribution accounts or an independent number.

Code 1:	Account #	Percent	Description
	5090-100	40%	Utilities
	5090-200	30%	Utilities
	5090-300	30%	Utilities

The main distribution account could be set up as follows:

5090-998	Utilities: Automatic Distribution	P-nnn-VS-00

Use of Code 998 to Track Auto Distributions

All entries to account 5090 to be automatically distributed are entered through account 5090-998.

This will provide a variety of advantages.

- The operator will know that all entries to a 998 account are to be automatically distributed. They can then be easily traced.

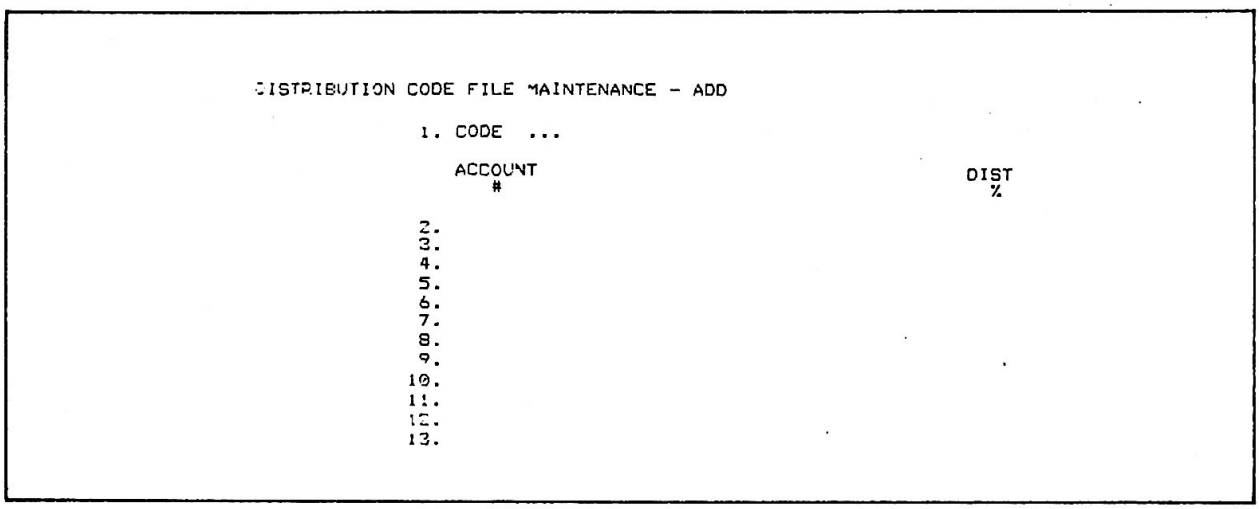
- At the end of each period, a trial balance may be obtained. There should not be any activity in any accounts with a 998 profit center since all transactions should have been distributed.

D-BASIC
Release: 001
Date: 07/31/79

Distribution Code
File Maintenance
Add New Codes
Page 1 of 1

3-1

This program allows addition of new distribution codes.



1. Code - Required. Enter any number from 1 to 999. The code must not already be on the Distribution file. This number should be the same as the distribution code on the main account record in the Chart of Accounts file. (That account number, in the Chart of Accounts file, should have a profit center designation of 998 to facilitate tracing distributed transaction activity.)

2-13. Account No. - At least one must be entered. The account number and the distribution percentage appear on one line.

Enter the account number(s) to which you wish journal transaction activity distributed. Use the same account number format as used in Chart of Accounts entry. All account numbers entered here must be valid posting accounts on the Chart of Accounts file.

After the first of a possible 12 account numbers, a "RETURN" instead of an account number will advance the operator to the "ANY CHANGE?" routine.

Distribution Percent - Enter the percentage for each account in the form nnnnn, which converts to nnn.nn. Negative not allowed. The total of all the percentages must = 100.00.

D-BASIC
Release: 001
Date: 07/31/79

Distribution Code
File Maintenance
Change/Inquire
Codes

3-2

This program allows you to request a display of current information about an individual distribution code on the screen, and allows you to make changes.

1. The screen asks for distribution code. When the code is entered the screen displays the current information about that code.

2. Changes are allowed. This procedure is repeated until the answer to "ANY CHANGE?" is "N" and you type "END" in the "CODE" position.

D-BASIC
Release: 001
Date: 07/31/79

3-3

This is used to delete no longer used distribution codes. Be sure the code is also deleted on any accounts in your Chart of Accounts file. The program will display current information about that code, and inquire "OK TO DELETE?"

To end the process, type "END" in the "CODE" position.

D-BASIC
Release: 001
Date: 07/31/79

3-4

This program allows printing of all or selected distribution code information. Enter starting and ending code, or type "ALL" or "RETURN" to obtain a listing of all distribution codes.

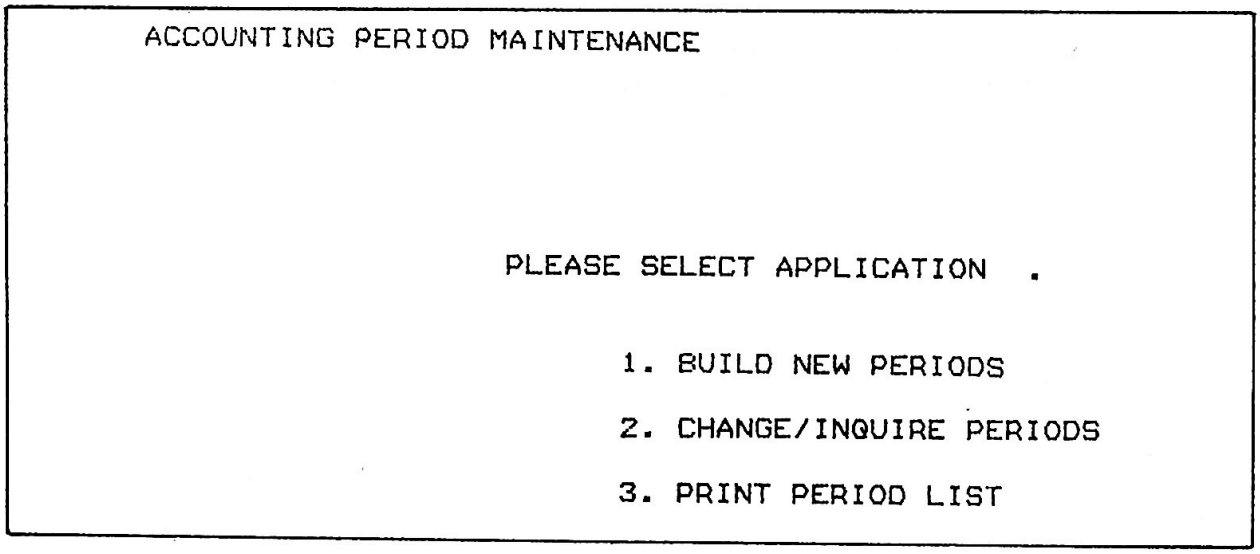
This listing may then be used to verify against your Chart of Accounts print listing that all accounts being distributed to are in fact on the Chart of Accounts file.

D-BASIC
Release: 001
Date: 07/31/79

MASTER MENU ITEM #4 - ACCOUNTING PERIOD MAINTENANCE

This program will set up the Accounting Period file, allow changes and inquiry and printing of the accounting periods.

The Accounting Periods may be set up according to your company's Accounting Period structure. A total of 13 periods are possible, and may be set up as desired, usually as monthly, or quarterly or semi-annual accounting periods. Budgets, comparative reports, and financial reports conform to the Accounting Periods specified on this file. The Year-End Procedure and the "Compress" function also use this file as a control for your specified accounting periods.



Type "END" in the "PLEASE SELECT APPLICATION" position to return to the Master Menu.

Note: When the Year-End procedure is run, all periods in this file are automatically advanced one year.

The current period is referenced during General Ledger transaction entry. Any transaction which is entered with a date not conforming to this period will trigger a warning message to the operator. The operator has the option to override this warning.

There is no "Delete" procedure for this program. If you wish to enter more or fewer periods than are currently in the file, you must rebuild the entire file. Type "Ø" in answer to "WHAT NUMBER?" Then type "END" on line Ø. The program will return to the Accounting Period menu and you may select #1 to rebuild the file.

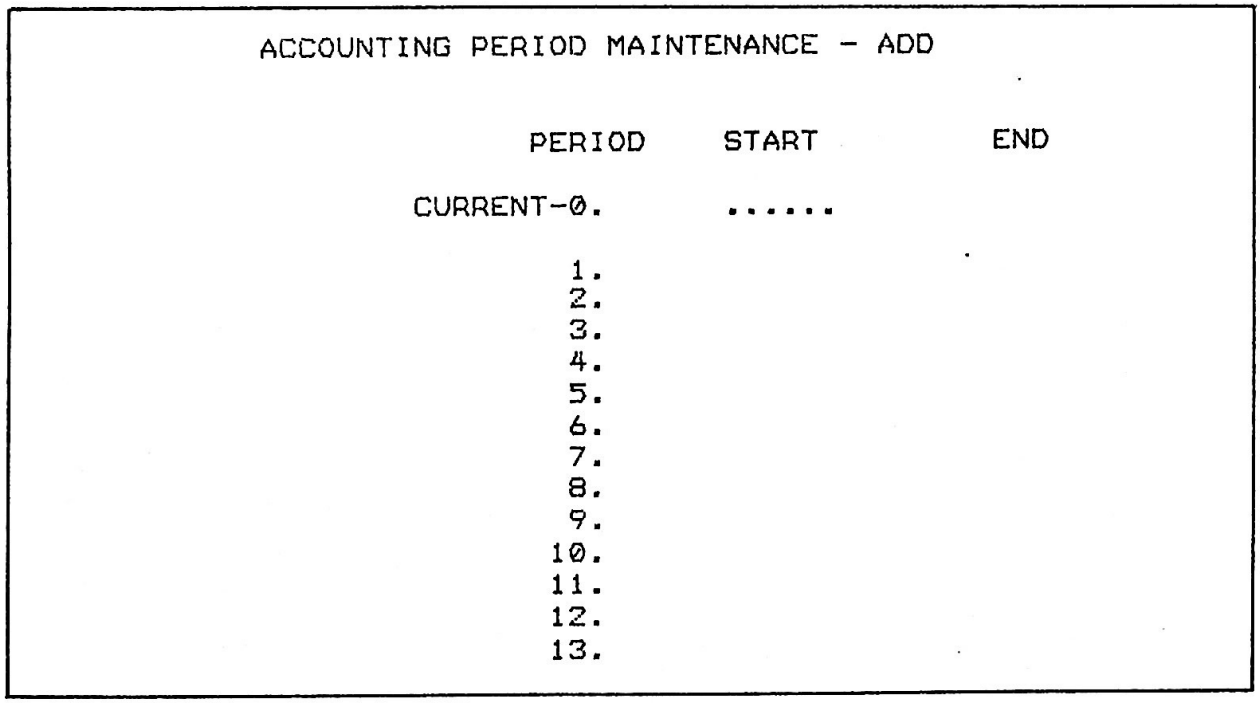
D-BASIC
Release: 001
Date: 07/31/79

4-1

This program will build or change the Accounting Period file.

Enter your normal accounting periods according to your fiscal year. Periods may be monthly, quarterly, etc. The dates entered for each period are at your own discretion.

If there was a previous Accounting Period already set up, this program will delete that file and allow you to rebuild it from the beginning. If you wish to enter more periods or less periods than are currently on file you must rebuild the entire file, so this program is the one to use even though you are "changing" the Accounting Period file.



0. Current Accounting Period - Required. Enter the current accounting period in the format MMDDYY. Ending date must be greater than start date. The current period will need to be changed by the user each time you start a new accounting period. Use the "Change/Inquire Periods" procedure.

1-13. Accounting Period 1 through 13 - At least two are required. Enter the start and end dates of each accounting period (format MMDDYY for each). Be sure to enter the correct last day of each month so that all days in the year are included.

The program will check to see that the "Current" starting and ending dates match one of the Accounting Periods 1-13. If not, an error message will be displayed.

Example: If your fiscal year is January 1 through December 31, and your accounting periods are monthly, your "current" period might be starting August 1, 1979 and ending August 31, 1979. Your Period file would look like this:

PERIOD	START	END
CURRENT-0.	08/01/79	08/31/79
1.	01/01/79	01/31/79
2.	02/01/79	02/28/79
3.	03/01/79	03/31/79
4.	04/01/79	04/30/79
5.	05/01/79	05/31/79
6.	06/01/79	06/30/79
7.	07/01/79	07/31/79
8.	08/01/79	08/31/79
9.	09/01/79	09/30/79
10.	10/01/79	10/31/79
11.	11/01/79	11/30/79
12.	12/01/79	12/31/79
13.		

When no more are to be entered, press "RETURN". "ANY CHANGE?" will be displayed.

Once "ANY CHANGE?" has been displayed, if you wish to have a greater quantity of periods than you just built, you must rebuild the entire Period file. Type "Y" to "ANY CHANGE?", then "Ø" to "WHAT NUMBER?". Type "END" on Line Ø. Program returns to the Accounting Period menu. Select #1 and rebuild.

When "N" is typed in answer to "ANY CHANGE?", the data is recorded in the Period file and the program returns to the Accounting Period menu.

4-2

This program is used at the end of every accounting period, after financial reports are printed, in order to set up a new "Current" period.

After selection, the program displays any data currently in the Accounting Period file. If there is no data in the period file, the message "NO PERIOD FILE...TYPE RETURN" is displayed. The program will return to the Accounting Period menu and you may select #1 to build the Period file.

If there is data in the Period file, you may change a line at a time by answering "Y" to "ANY CHANGE?" and typing in the line number in answer to "WHAT NUMBER?"

If you wish to enter more periods or fewer periods than are currently in the file, you must rebuild the entire file. Type "Ø" in answer to "WHAT NUMBER?" Then type "END" on Line Ø. The program will return to the Accounting Period menu and you may select #1 to rebuild the file.

Note: This program will be run each period after printing financial statements and closing the General Ledger for that period. Set up your new current period by typing "Ø" in answer to "WHAT NUMBER". Then enter the starting and ending dates of the new current accounting period.

D-BASIC
Release: 001
Date: 07/31/79

4-3

After you select this procedure, the program checks the Period file for data. If there is no data in the Period file, an error message appears on the screen, followed by a display of the Accounting Period menu. You may then select #1, "BUILD NEW PERIODS."

If there is data in the Period file, it will be printed. After printing, the Accounting Period menu is displayed.

D-BASIC
Release: 001
Date: 07/31/79

MASTER MENU ITEM #5 - JOURNAL TRANSACTION ENTRY & EDITING

Through this program journal entries are made to the General Ledger.

Basic Entry:

Five fields are used for each transaction.

1. G/L Account Number
2. Transaction Date
3. Debit or Credit Amount
4. Source Code
5. Transaction Reference

- Each Journal entry is considered a transaction. Either a debit or credit amount is allowed.

- Each G/L entry allows for a source code up to six characters. The source code is an optional entry designed to allow an efficient audit trail. You may later obtain a source cross reference listing (see Master Menu Item #10). The source code would usually be a reference to a subsidiary journal, such as "AP" for Accounts Payable.

A running total of all transactions entered is displayed. After all transactions are entered, this should equal .ØØ. The system will not allow posting of out-of-balance transactions.

Any transaction entered with a date out of the current period will generate a message to that effect. You will be allowed to continue entering that transaction. This is a warning that your current period may not be set up on your Accounting Period file. However, you may enter transactions outside of your current period.

Automatic Counterbalancing:

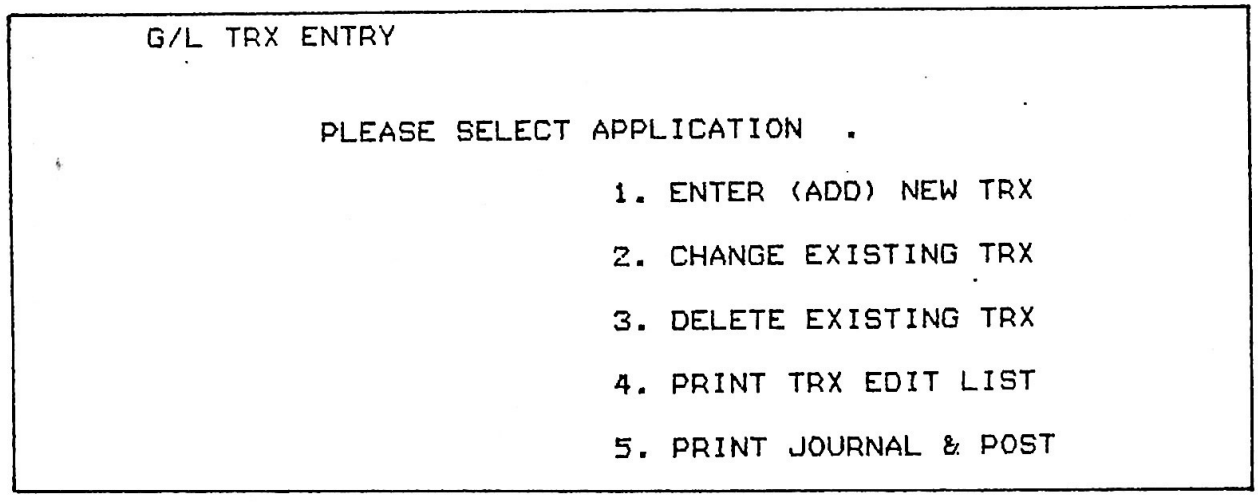
For any General Ledger account with a counter balance account on file, the operator is given the option to counter balance the entry. If the operator chooses to counter balance, the system will generate an entry for the opposite amount to the counter balance account.

Accrual Reversals

Any transaction entered with a source code that matches the Accrual Source Code in the Control file and which has not been auto counter-balanced is automatically reversed the next period. The automatic entry will use the first day of the subsequent period as the transaction date. The operator is given the option for each entry to generate the automatic reversal.

Automatic Distribution

For any General Ledger account with an automatic distribution code on file, the operator is given the option to auto distribute the entry if either of the above two options was not chosen. If the operator chooses to auto distribute, the system will automatically calculate and post the transaction amounts according to the percentages specified by the auto-distribution code.



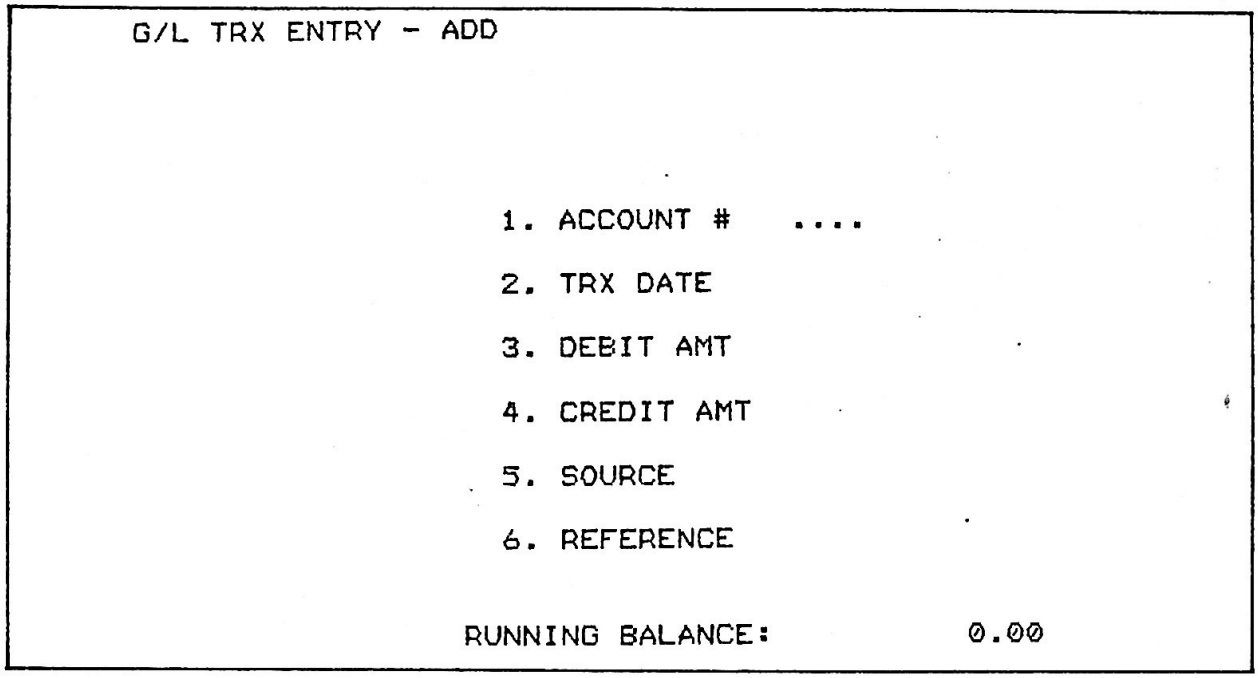
Type "END" in the "PLEASE SELECT APPLICATION" position to return to the Master Menu.

D-BASIC
Release: 001
Date: 07/31/79

Journal Transactions
Entry & Editing
Add New
Transactions
Page 1 of 2

5-1

This program may be run on request. This is used to add journal transaction entries for posting to General Ledger accounts.



1. Account No. - Required. Enter 3 to 4 digits, then type "RETURN". The system will insert a "-" unless you type "RETURN" again. Otherwise enter the profit center designation. The account must be a valid posting account ("VP" or "VS") in the Chart of Accounts file. (For year-end closing of Net Income, "NP" or "NS" accounts are valid posting accounts.)

2. Transaction Date - Required. Enter date in the format MMDDYY. If the date is outside of the current accounting period, a message to that effect will be displayed. You may continue to enter the transaction if desired. Dates default to the last transaction entered on "RETURN".

3-4. Debit Amount or Credit Amount - Optional. Enter 1 to 10 numeric characters. Debits or credits are entered as positive. The computer makes credits "minus" in the file. It is not possible to enter a debit and credit for the same transaction; therefore, select either Item 3 or Item 4, but not both. You enter them both as positive; the computer generates a "minus" sign for a credit amount.

5. Source - Optional. Enter 1 to 6 characters. This is your own code for audit trail use. Each code name which you develop represents a group of entries. Examples would be "AP" for Accounts Payable or "PR" for Payroll. This code will be used when you print the Source Cross Reference report (#10 on Master Menu). Defaults on "RETURN" to last Source entered.

   One possible source code is the accrual source code, which you would have entered on your control file to make possible an automatic accrual reversal next period. If this is a transaction for which you wish automatic reversal, enter the same source code as in your control file.

6. Reference - Optional. Maximum 30 characters. Used for reference or description. Defaults on "RETURN" to last Reference entered.

Notes:

If the account was coded with a postable counter-balancing account, then you are given the option of generating a counter balancing transaction. The screen asks:

AUTO COUNTER BALANCING ENTRY CODED FOR: NNNN-NNN
DO YOU WISH TO GENERATE THIS COUNTER BALANCING TRX?

If the account was coded for auto distribution, then you are asked the auto distribution question at the bottom of the screen:

DO YOU WISH TO GENERATE AUTO DISTRIBUTIONS?

If the source entered matches the accrual source code in the Control file, then you will be given the option of doing an accrual reversal:

DO YOU WANT AN AUTO ACCRUAL REVERSAL?

A transaction(s) will be created for you if you chose the auto counter-balance distribution, or auto accrual/reversal options. The transaction amount will be split according to the percentage distribution you have set up if you chose the option of automatic distribution.

Should you select any one of the three options (counter balance, auto distribution, or accrual reversal) the other two do not appear.

A running total of debits and credits is displayed on the screen. This will stay the same if you've selected the Counter Balance or Auto Accrual Reversal options.

To end, type "END" in the Account Number position.

D-BASIC
Release: 001
Date: 07/31/79

5-2

This program may be run on request to change an existing Journal transaction (if done before that transaction is posted), and to display a transaction entry on the screen.

When changing amounts, enter zero in the debit or credit amount field greater than zero. This will give the message "DEBIT AND CREDIT BOTH ZERO. DO YOU REALLY WANT TO DO THAT?" Answer "N" (No). You will be started back at the debit. If you desire to put a value there, do so. Then type "RETURN" for credit. Otherwise, type "RETURN" on the debit and a value for the credit.

When amounts are changed, your "running balance" is also changed.

If you need to change a transaction after posting is completed, you must enter a offsetting transaction to cancel the incorrect transaction, then re-enter the correct transaction. This provides an audit trail of all correction transactions.

To end the Change/Inquire process, type "END" in the Account Number position.

D-BASIC
Release: 001
Date: 07/31/79

5-3

This program may be run on request to delete an existing journal transaction. It can only be done before the transaction is posted. (After posting, journal entries can only be corrected by making a separate, offsetting entry.) After the operator enters the account number and date, the screen will display the transaction. If it is the right transaction and you wish to delete it, answer "Y" to the question "DO YOU WISH TO DELETE?"

When a transaction is deleted, your "running balance" is changed.

To end the process, type "END" in the Account Number position.

D-BASIC
Release: 001
Date: 07/31/79

Journal Transaction
Entry & Editing
Print TRX
Edit List
Page 1 of 1

5-4

This program may be run at any time to provide a listing of all journal transactions not yet posted. It may then be used to verify correct entries. If corrections are required, select #2 (Change Existing Transaction) or #3 (Delete Existing Transaction) to change or delete an incorrect transaction.

After printing is completed the screen will display the Journal Transaction Entry & Editing Menu.

D-BASIC
Release: 001
Date: 07/31/79

5-5

This program will print all transaction entries and post to the year-to-date journal file. The printed journal is your permanent record of all transactions posted.

- For all counter posted entries, the transaction generated is printed.
- For all accrual reversals, the reversing entry is printed.
- For all automatic distributions a breakdown by account is printed.

All transactions are totaled, and if your total does not equal zero, posting will not occur. A message will print on the General Ledger Transaction Register and on the screen to inform you that posting cannot proceed:

```
G/L TRX ENTRY PRINT OUT




        OUT OF BALANCE - POSTING CANNOT PROCEED

    TYPE 'Y' TO RETURN TO THE G/L TRANSACTION ENTRY MENU

                FOR FURTHER EDITING  Y
```

To return to the Master Menu, type "END" in the "PLEASE SELECT APPLICATION" position.

MASTER MENU ITEM #6 - TRIAL BALANCE/GENERAL LEDGER REPORT

A General Ledger Report or Trial Balance may be printed at any time.

A General Ledger Trial Balance may be obtained:

- For any dates within the fiscal year
- For a selected profit center (if used) or consolidated

Both the Detail and Summary may be obtained with date and profit center selection. The Detail report is a detailed General Ledger report listing all transactions by account. The Summary is a Trial Balance with summary totals by account.

Note:

Only transactions posted to the Year-to-Date General Ledger file are reported. Unposted transactions are not printed.

```
PLEASE ENTER

     1. STARTING DATE      ......

     2. ENDING DATE

     3. STARTING ACCOUNT

     4. ENDING ACCOUNT

     5. SHOW DETAIL?

     6. PROFIT CENTERS
```

1. Starting date - Required. Enter starting date in the format MMDDYY.

2. Ending date - Required. Enter ending date in the format MMDDYY.

   Starting and ending dates should be within the fiscal year. Defaults to current period on "RETURN".

   If either the starting or ending dates are outside the bounds of the first period's starting date and last period's ending date (as established in Accounting Period Maintenance) then a message, "WARNING - DATES NOT A STANDARD ACCOUNTING PERIOD - ARE DATES OK?" will be displayed. Type "Y" or "N".

3-4. Starting Account, Ending Account - Required. Enter starting and ending account numbers. Type "ALL" or "RETURN" to obtain all account numbers.

If, by error, an ending account number which is smaller than the starting account number is entered, the ending account number will default to the starting account number.

5. Show detail? - Required. Enter "Y" (yes) or "N" (no). Defaults to "Y" on "RETURN".

Detail: (General Ledger Report)

- Shows beginning balance;
- Details all entries posted to the account for the specified period. If compression has been run for a period, only the compressed figures are reported;
- Reports net change and ending balance for the period;
- Prints account subtotal, section subtotal (as specified in the chart of accounts) and grand totals.

Summary: (Trial Balance)

- Shows beginning balance.
- Prints total for debits and credits for the period reported.
- Reports net change and ending balance for the period.
- Prints account subtotal, section subtotal (as specified in the chart of accounts) and grand totals.

6. Profit Centers - Required. Enter profit center designation (1 to 3 numeric characters). Defaults to "ALL" on return. This question only appears if you have set up Multiple Profit Centers on your Control file.

Type "END" in the starting date position to return to the Master Menu.

D-BASIC
Release: 001
Date: 07/31/79

MASTER MENU ITEM #7 - ACCOUNT INQUIRY

This program can be run as often as desired, at any time. Through this program, a visual display of all journal entries made to an account within a specified period is available.

Each entry is displayed with the following detail:

- Transaction Date
- Source Code
- Debit or Credit Amount
- Reference

For each account:

- Beginning Balance;
- Total Debits;
- Total Credits;
- Net Change;
- Ending Balance

are also displayed, at the end of all the entries.

```
PLEASE ENTER

      1. STARTING DATE  ......

      2. ENDING DATE

      3. ACCOUNT #
```

1, 2. Starting Date, Ending Date - Required. Enter starting and ending dates in the format MMDDYY. Defaults to current period dates on "RETURN".

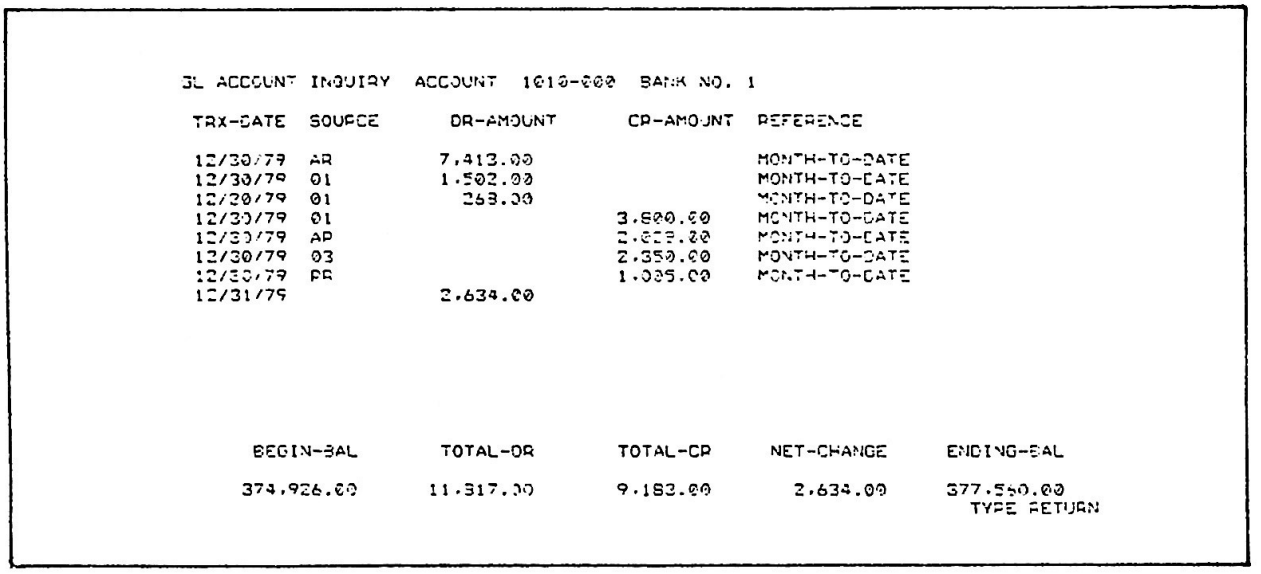
3. Account No. - Required. Enter account number.

If the number of entries is greater than available space on the screen, the message appears, "TO CONTINUE TYPE RETURN". Press "RETURN". The totals (described above) for this account appear at the bottom of the last screen.

To end the display of transactions, type "RETURN".

To end the inquire process, type "END" in the Starting Date position. The Master Menu then appears.

A sample Account Inquiry is given below.



GL ACCOUNT INQUIRY ACCOUNT 1010-000 BANK NO. 1

TRX-DATE	SOURCE	DR-AMOUNT	CR-AMOUNT	REFERENCE
12/30/79	AR	7,413.00		MONTH-TO-DATE
12/30/79	01	1,502.00		MONTH-TO-DATE
12/30/79	01	268.00		MONTH-TO-DATE
12/30/79	01		3,800.00	MONTH-TO-DATE
12/30/79	AP		2,618.00	MONTH-TO-DATE
12/30/79	03		2,350.00	MONTH-TO-DATE
12/30/79	PR		1,035.00	MONTH-TO-DATE
12/31/79		2,634.00		

BEGIN-BAL	TOTAL-DR	TOTAL-CR	NET-CHANGE	ENDING-BAL
374,926.00	11,317.00	9,183.00	2,634.00	377,560.00

TYPE RETURN

D-BASIC
Release: 001
Date: 07/31/79

General Ledger Worksheet
Page 1 of 1

MASTER MENU ITEM #8 - GENERAL LEDGER WORKSHEET

This program may be run at any time. It would normally be used at the end of the month, prior to printing financial statements, in conjunction with the Trial Balance, to assist with closing and adjusting entries.

```
G/L WORKSHEET



                    PLEASE ENTER

                         1. STARTING DATE      ......

                         2. ENDING DATE

                         3. STARTING ACCOUNT

                         4. ENDING ACCOUNT

                         5. PROFIT CENTERS
```

1, 2. Starting Date, Ending Date - Enter starting and ending dates in the format MMDDYY. If "RETURN" is typed, defaults to current period starting and ending dates.

If either the starting date or ending date is outside the bounds of the first period starting date or last period ending date in the Period file, a warning is displayed.

3, 4. Starting and Ending Account - Enter starting and ending accounts or type "RETURN" to default to "ALL".

If the ending account number is smaller than the starting account number, the ending account number defaults to the starting account number.

5. Profit Centers - Required. Enter profit center designation (1 to 3 numeric characters). Defaults to "ALL" on return. This question only appears if you have set up Multiple Profit Centers on your Control file.

Type "END" in the Starting Date position to return to the Master Menu.

D-BASIC
Release: 001
Date: 07/31/79

MASTER MENU ITEM #9 - FINANCIAL REPORT SELECTION

Financial Statements may be run at any time.

Your company would determine its financial statement reporting specifications and use this program to set up the desired reports. The specifications will determine which profit centers, financial statement formats and financial statements are to be printed.

- The first time you select this program, Items 1-12 will appear blank. You fill them in with specifications (format 1-3, number of copies, whether to print budgets and comparatives, etc.).
- After you've entered your selections once, the filled-in screen appears automatically thereafter. Any item on the screen may be changed at any time.
- You may have just one specification or up to 12.
- You select the specifications individually. There is no way to default to "ALL".
- Step 13 allows you to select as many of the report formats as you want, in any order.

```
FINANCIAL STATEMENTS
01/01/79  TO  01/31/79

   PLEASE ENTER REPORTING SPECIFICATIONS:

      PFC    FRMT  RATIOS  P&L   P&L   BAL   BAL   SCHED  SCHED
      CODE    #      ?     ORIG  B/C   ORIG  B/C   ORIG   B/C

  1.
  2.
  3.
  4.
  5.
  6.
  7.
  8.
  9.
 10.
 11.
 12.

 13. SELECT SPECIFICATIONS FOR THIS RUN:
ANY CHANGE ?  .
```

1 - 12. Specifications - Up to 12 reporting specifications are allowed. If you have fewer than 12 reports to specify, type "END" when you finish specifying them. For each specification the following data is needed:

a. Profit Center - Required. Type "ALL" or specify profit center numbers. Defaults to "ALL". This answer is not requested if you have not set up your Control file for multiple profit centers.

b. Format Code - Required. One digit, numeric only, numbers 1-3. Used to specify financial statement and supporting schedule format 1, 2, or 3. Defaults to "1".

c. Ratios - Print ratios on reports? Type "Y" (Yes) or "N" (No). Defaults to "N".

d. Profit and Loss Original - The number of P & L copies to be printed by the system: one digit, Ø-9. Defaults to "Ø".

e. P & L Budgets/Comparatives - Type "B" or "C" or "RETURN" for neither one. Defaults to blank.
B = Print Budgets on P & L
C = Print Comparatives on P & L

f. Balance Sheet Original - The number of balance sheet copies to be printed by the system. May be any digit Ø-9. Defaults to "Ø".

g. Balance Sheet Budgets/Comparatives - Type "B" or "C" or "RETURN" for neither one. Defaults to blank.
B = Print Budgets on Balance Sheet
C = Print Comparatives on Balance Sheet

h. Supporting Schedule Original - The number of supporting schedule copies to be printed by the system. May be any digit Ø-9. Defaults to "Ø".

i. Supporting Schedule Budgets/Comparatives - Type "B" or "C" or "RETURN" for neither one. Defaults to blank.
B = Print Budgets on Supporting Schedule.
C = Print Comparatives on Supporting Schedule

13. Select Specification for This Run - Type the particular specification you wish to print for this run (1 thru 12). You may specify more than one. Type "RETURN" when you have requested all specifications needed. The program prints the reports, and returns to Step 13 for selection of further report specifications. To end the process, type "END" to the question:

DO YOU WISH TO PRINT OR END? (P OR END).

If you wish to print the reports specified, type "P".

Example of Step 13 in use (see screen below):

```
FINANCIAL STATEMENTS
01/01/79 TO 01/31/79

   PLEASE ENTER REPORTING SPECIFICATIONS:

      PFC    FRMT  RATIOS  P&L   P&L   BAL   BAL   SCHED  SCHED
      CODE   #     ?       ORIG  B/C   ORIG  B/C   ORIG   B/C

 1.   ALL    1     N       1           1           0
 2.   ALL    3     N       2     C     2           0
 3.   100    1     Y       1     B     1     B     0
 4.   100    2     Y       1     B     0           1      B
 5.   100    3     Y       0           0           1      B
 6.   200    1     Y       0           1     B     1      B
 7.   200    2     Y       1     B     0           1      B
 8.   200    3     Y       0           0           1      B
 9.
10.
11.
12.

13. SELECT SPECIFICATIONS FOR THIS RUN: 1
ANY CHANGE ? N
DO YOU WISH TO PRINT OR END ? (P OR END) .
```

If the operator chooses 1, 4 and 7:

- A Consolidated Format #1 Profit and Loss Statement and Balance Sheet would print.
- Profit Center 100 Profit and Loss Statement and Supporting Schedules with budgets would print.
- Profit Center 200 Profit and Loss Statement and Supporting Schedules with budgets would print.

Notes:

Each specification is allowed one format. All reports generated from that specification line will be printed according to the corresponding format in the chart of accounts.

Ratios will print on statements only if SR and ER accounts are contained within that particular statement code.

Either budgets or comparatives may be printed on statements, but not both.

If schedules are printed, all schedules within the designated supporting schedule format will print. Selective printing of schedules is not allowed.

MASTER MENU ITEM #10 - SOURCE CROSS REFERENCE

The Source Cross Reference Report details all entries for a specified period by source code. Under each source code

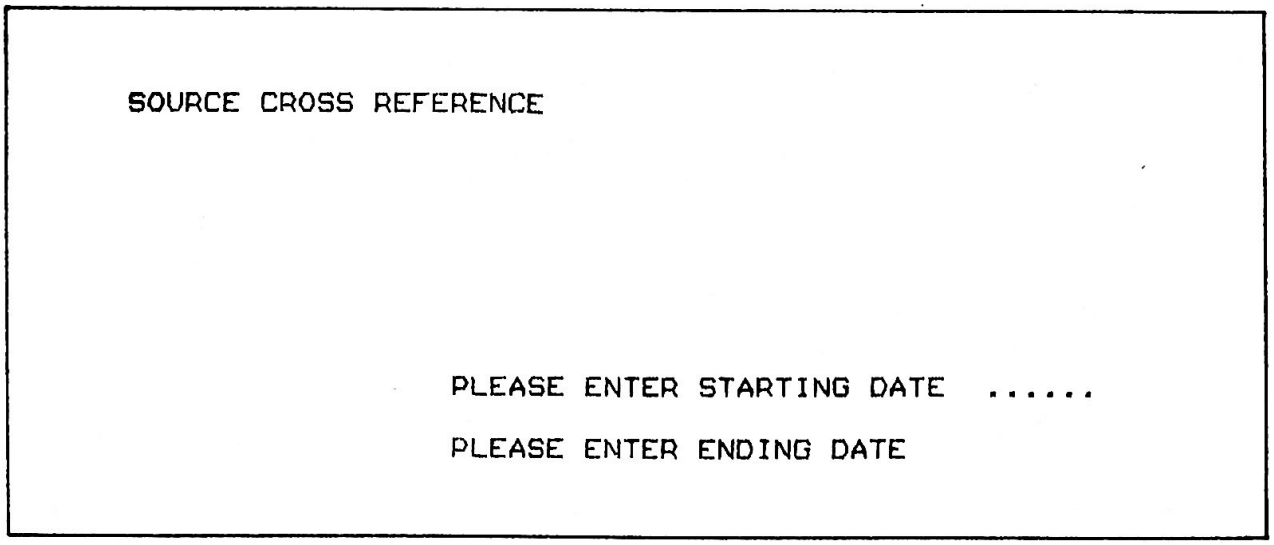
- G/L account number,
- transaction reference,
- transaction date, and
- debit or credit amount

are listed for each transaction.

Source Codes are included to allow easy reference to original journals, registers, etc.

Example: If you have determined to put all automatic reversing entries under source code "ACRUAL", the Source Cross Reference Report will detail all entries under this code.

This program makes use of your "other" G/L Data Diskette, "GL DATA 2." Leave "GL DATA 1" in Drive 1 during this procedure. The screen will instruct you to remove the G/L System Diskette from Drive 0 and place "GL DATA 2" in Drive 0.



1, 2. Starting Date, Ending Date - Type in the dates for the desired reporting period (MM/DD/YY). Defaults to the "Current Period."

After the report is printed, the Master Menu appears.

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MASTER MENU ITEM #11 - UPDATE COMPANY NAME

1. Upon selection of this program, the company name line will be displayed. The company name line is displayed as company name on Page One of the Profit and Loss Statement, Balance Sheet and Supplementary Schedules.

2. Type "N" to "ANY CHANGE?" to end the program.

```
COMPANY NAME



          PLEASE ENTER:

          COMPANY NAME  ..............................
```

Note: If this file is left blank, no name will print on the above Financial Statements.

This file could be used and changed if you print separate statements for each of multiple companies.

MASTER MENU ITEM #12 - YEAR END PROCEDURE

This program should be run only once per year, as the final step of your year end closing procedure. DO NOT SELECT THIS PROGRAM UNTIL THE FOLLOWING PROCEDURES ARE COMPLETE.

- Before the program is run, journal entries to close net income (loss) MUST be made. Use Procedure #5, "Journal Transaction Entry & Editing."

  To close net income:

  Debit the balance sheet NP or NS account to a Net Zero amount. Credit the Retained Earnings (or Capital) account.

  To close a net loss:

  Credit the balance sheet NP or NS account to a Net Zero amount. Debit the Retained Earnings (or Capital) account.

  This journal entry should have a date of the last day of the fiscal year which is being closed.

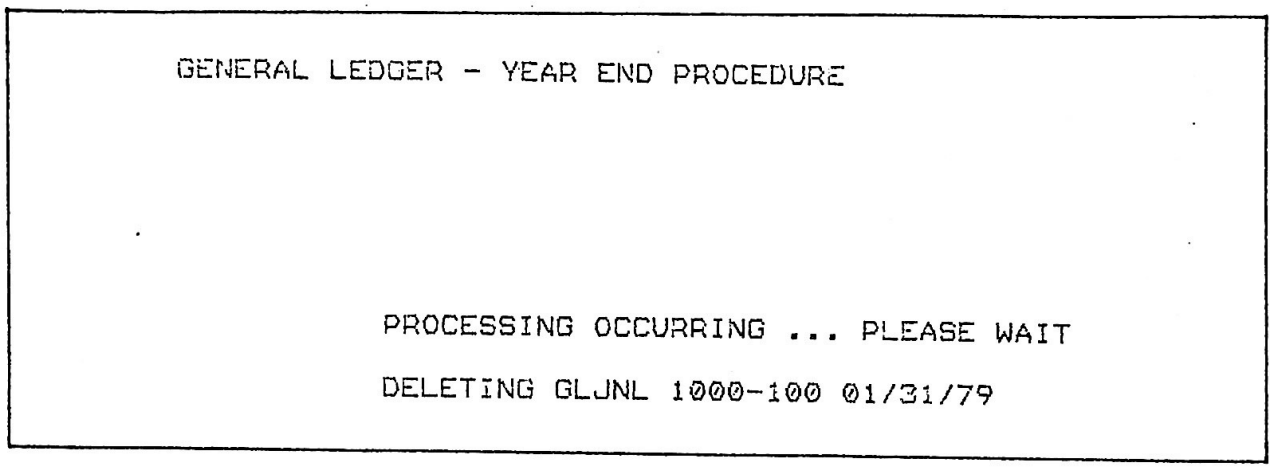
- Before this program is run, all closing financial statements should be run (including a Year End Trial Balance).

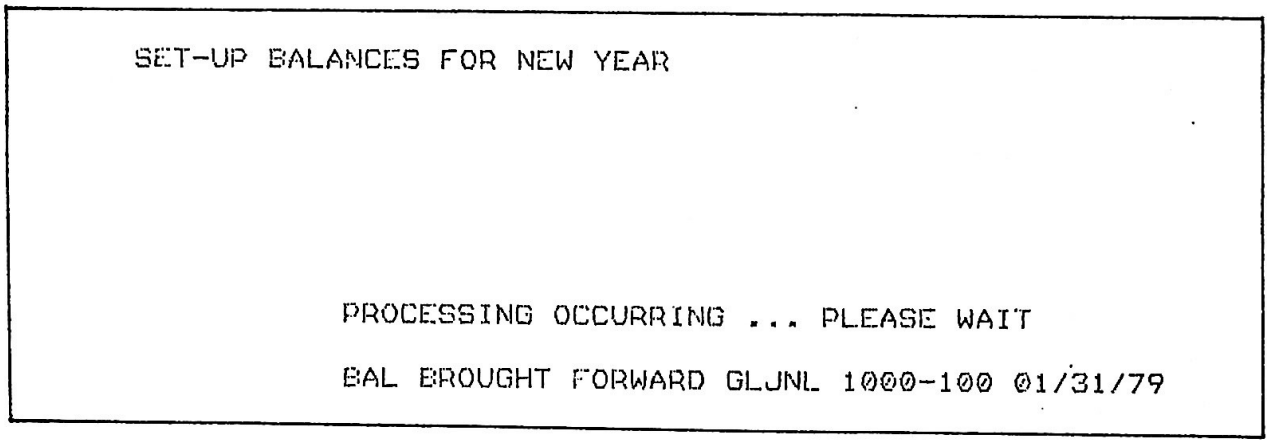
- You should back up the General Ledger files before running this program. This media may then be stored as a permanent record of the fiscal year's activity.

After the Journal is closed out, financial reports run, and backups made, run the Year End program. This program will consolidate all Year-to-Date transactions made to balance sheet accounts into one balance brought forward figure dated the last day of the fiscal year which is being closed. All Balances and Totals for each period for each account will be transferred to the Comparatives fields. These will then appear on your financial reports as "Last-Year Comparatives." It will then clear all transactions dated on or before the fiscal year ending date. (Note: transactions dated after the fiscal year ending date will remain on file.)

For P & L accounts, all transactions for the fiscal year are cleared and the beginning balance for the account is set to .00. (Note: transactions dated after the fiscal year ending date will remain on file.)

The program then advances each period in the Accounting Period by one year.





MASTER MENU ITEM #13 - JOURNAL FILE COMPRESS

Each transaction posted to the G/L is retained on file. This may result in significant use of file space.

Three options are available:

1. If file space is not a problem, all transactions may be left on file.

2. Transactions may be compressed by date. When date compression is used, all G/L entries for each day are compressed to one transaction for that day for each account. The type of compression you chose for each account at the time you set up the account will determine how the transactions will be compressed for each account.

   Example:

   Account # - 5030-XXX Wages

	DR	CR
3/6	345.80	
3/6		22.44
3/6	182.40	
3/6	92.90	
3/29	252.08	
3/29	165.04	
	1,047.22	22.44

   After the transactions are compressed the file will contain:

   Account # = 5030-XXX Wages

	DR	CR
3/6	598.66	22.44
3/29	417.12	

3. Transactions may be compressed by period. When period compression is used, all entries for each period in each G/L account are compressed to one transaction for that accounting period for each account.

The program requests the ending date of the last accounting period to be compressed. After the records have been compressed, the Master Menu appears.

If "END" is typed instead of a date, the program will end before compressing any records.

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MASTER MENU ITEM #14 - BACKUP G/L DATA DISKETTE

Your General Ledger Data Diskette #1 should be copied (backed up) each day you use it. It is best to keep a diskette from as many days as practical in your backup file. This way you can recover from a mistake which has gone unnoticed for a few days. You also should keep one from the end of each period, and prior to running the year-end procedure. Data Diskette #2 contains a temporary sort file and needs no backup.

To make a "backup copy" you need the current Data Diskette (today's) and a formatted target diskette (either a newly formatted one or one with out of date data on it that you are recycling from your backup file). After selecting item 14 from the Master Menu, the following message is displayed:

```
BACKUP DISKETTE

    PLEASE INSERT DATA DISKETTE INTO DRIVE 0

    INSERT BACKUP DISKETTE INTO DRIVE 1


          ENTER "DONE" WHEN READY
```

At this time, the current data diskette (today's) should be inserted in drive unit Ø. The target diskette (the one to be copied onto) should be inserted in unit 1 (the drive closest to the keyboard). Enter "DONE" when you have the diskettes in the correct drives.

If the target diskette contains a previous backup, the date of that backup is displayed. The operator then has the option of continuing or aborting the backup.

```
      YOUR LAST BACKUP ON THIS DISKETTE WAS

           04/24/79

      DO YOU WISH TO CONTINUE Y/N ?
```

An "N" (No) cancels the backup process. For any further processing, remove the data diskettes, insert the operating diskette, and press "CODE" and "LOAD".

A "Y" will cause the following message:

PLEASE ENTER "COPY C"

Then type in "COPY C", as the program requests. If the target diskette contains data, the screen says:

```
TARGET DISK (UNIT 1) CONTAINS ACTIVE FILES
ENTER G TO CONTINUE
```

If it's all right with you to erase what's on the target diskette, press "G". The program takes a few minutes to copy the Data Diskette. When the data diskette has been copied, a "COPY COMPLETE" message appears at the bottom of the screen. At this time, both diskettes can be removed.

DO NOT TURN OFF THE COMPUTER UNTIL YOU HAVE REMOVED THE DISKETTES FROM THE DRIVES

ITEM #15 - INITIALIZE GENERAL LEDGER

In order to use your General Ledger software, you must initialize it. Your dealer may wish to do this for you. Initializing the system tailors it to your company's unique needs. These procedures tell the computer how much room to create on the diskette for each type of file, based on your company's current size and estimated growth. Initializing makes it possible for your company name to print out on reports and permanently stores control codes.

Your General Ledger system only needs to be initialized once, the first time you use it. In the event that you want to change something (such as the company name, or address, or control codes), you can do individual initializing procedures again.

Items you will need to Initialize the General Ledger System are:

1. The General Ledger System Diskette
2. 2 formatted diskettes. One should be labeled "GL DATA 1" and one "GL DATA 2."
3. Estimated counts, prepared in consultation with your dealer, of accounts and transactions.

The Menu for the Initialize programs is illustrated below:

```
INITIATE GENERAL LEDGER SYSTEM
 PLEASE SELECT APPLICATION .

   1. ESTIMATE DISK REQUIREMENTS

   2. ALLOCATE FILES

   3. SET UP COMPANY NAME FILE

   4. SET UP G/L CONTROL FILE
```

You will select each of these items, in the order in which they are given above. That is, upon completing #1, the Menu appears on the screen, and you select #2. The pages which follow contain a description of each procedure.

---

15 - 1

This program creates data files that are sized according to your estimated number of accounts and your estimated number of transactions.

After you select #1, "ESTIMATE DISK REQUIREMENTS," the screen displays the following table:

```
ESTIMATE DISK REQUIREMENTS FOR GENERAL LEDGER

  NUMBER OF POSTABLE ACCOUNTS

  TOTAL NUMBER OF ACCOUNTS

  NUMBER OF TEXT LINES

  NUMBER OF G/L TRANSACTIONS

  NUMBER OF AUTO DISTRIBUTED ACCOUNTS

  NUMBER OF ACCOUNTING PERIODS PER YEAR

  ANTICIPATED ANNUAL GROWTH (%)
```

1. Number of Postable Accounts - Enter total number of General Ledger accounts to which you will be posting transactions.

2. Total Number of Accounts - This is the total number of accounts, including your postable accounts and formatting accounts. A rule of thumb is to add one account for every two postable accounts, e.g., with 100 postable accounts, enter 150 total accounts.

3. Number of Text Lines - Enter the total number of text lines you may have in the system at any one time. See "Text File Maintenance" in this manual for further description.

4. Number of G/L Transactions - This is the maximum number of transactions that you are likely to enter in a given month, including adjustment transactions.

5. Number of Auto Distributed Accounts - This is the total number of automatic distributed accounts. For example, if you automatically distribute your Utility expense to 6 different department accounts, enter "6".

6. Number of Accounting Periods per Year - Enter the total number of accounting periods in your fiscal year. Up to 13 are allowed.

7. Anticipated Annual Growth - Enter your expected growth from "0" (%) to "99." You may enter "0" here and include growth in the numbers for the above questions.

When you have typed in an amount beside each item on the screen (using your "Disk Space Requirements" Form), the screen displays:

```
DISK REQUIREMENTS

NUMBER OF BLOCKS
          YEAR1     YEAR2     YEAR3     YEAR4     YEAR5

DISK 0      272       272       272       272       272

DISK 1      895       895       895       895       895

DISK 2      609       609       609       609       609



DO YOU WISH TO INPUT NEW COUNTS? Y/N  ?
```

In response to the question:

DO YOU WISH TO INPUT NEW COUNTS?

you answer "N" for "No," if you have entered correct counts and the data will fit on your computer.

If you have made an error, or if the screen indicates that space available is not sufficient, type in "Y" for "Yes." The screen will re-display "ESTIMATE DISK REQUIREMENTS FOR GENERAL LEDGER" and you can enter the correct counts.

When you have answered "N" to the question "DO YOU WISH TO INPUT NEW COUNTS?," the program automatically returns to the "INITIATE GENERAL LEDGER SYSTEM" menu. The program defaults to "N" on "RETURN".

Now select #2, "ALLOCATE FILES."

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---

15 - 2

When you select this program, the F-85 automatically creates files on the General Ledger Diskettes. The system will allocate files on 3 diskettes:

1. GL System 1 - 4 temporary sort files
2. GL DATA 1 - all Permanent files
3. GL DATA 2 - 1 temporary sort file for Source Cross Reference listing.

The program sizes the files so that they are appropriate for the estimates you entered during Procedure 15-1. The messages illustrated below will appear. The first screen announces that the process has begun; the second set of messages appear, as appropriate, to instruct you for diskette insertion.

```
INITIATE GENERAL LEDGER SYSTEM
- ALLOCATE FILES
  COPYING COPYC
 ALLOCATING FILES FOR   5  YEAR GROWTH



PLEASE INSERT  GL SYSTEM 1  ON UNIT  0
ENTER 'DONE' WHEN READY:  DONE
PLEASE INSERT  GL DATA 2  ON  UNIT  1
ENTER 'DONE' WHEN READY:  DONE
PLEASE INSERT  GL DATA 1  ON UNIT  1
ENTER 'DONE' WHEN READY:  DONE
```

If the message "INSUFFICIENT SPACE" appears at the bottom of the screen, delete the files, then re-enter your Estimated Disk Space Requirements.

Upon returning to the initialing menu, select Item 3, "SET UP COMPANY NAME FILE."

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Initialize G/L System
Set Up Company Name File
Page 1 of 1

---

15 - 3

When you print reports, the computer "finds" the company name in this file and prints it out as part of the report heading. For Procedure 15-3, the screen displays:

```
SET UP COMPANY NAME


  COMPANY NAME
  ..................................................
  ADDRESS LINE-1
  ..................................................
  ADDRESS LINE-2
  ..................................................
  ADDRESS LINE-3
  ..................................................
  ADDRESS LINE-4
  ..................................................
```

Each line can contain a maximum of 50 characters, including both letters and numbers. If you press "RETURN," nothing appears in that line.

When you are through entering "ADDRESS LINE-4," the question appears, "DO YOU WISH TO MAKE CORRECTIONS? Y/N?" A No ("N") answer causes the Initializing menu to reappear. Pressing "RETURN" causes a default to No.

If you type in "Y" (Yes), the screen positions you to the first line, "COMPANY NAME." Go ahead and enter any changes.

When the Initializing menu appears, at the end of this procedure, select #4, "INITIALIZE GENERAL LEDGER CONTROL FILE."

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15-4

The G/L Control file will determine whether multiple companies or profit centers are to be maintained in the system. Also you may use an Accrual Source Code for transactions where you wish an automatic offsetting entry the following period.

- All data in the Control file may be accessed or changed at any time.
- If there is already data on the Control file, it is displayed. Otherwise, enter data requested per screen.
- Any changes can then be entered for specific screen items.
- Program returns to Initialize G/L System Menu.

```
        INITIATE GENERAL LEDGER - SET UP G/L CONTROL FILE




                1. MULTIPLE PROFIT CENTERS ?

                2. ACCRUAL SOURCE CODE
```

1. Multiple Profit Centers? - Required. If you wish to maintain accounting information for separate companies or profit centers, enter "Y" (Yes). Otherwise enter "N" (No). Defaults to "N".

2. Accrual Source Code - Optional. If you wish to generate any automatic accural reversal entries, enter a source code. At the time you later enter journal transactions, use this same source code where transaction entry asks for "SOURCE". Enter 1 to 6 characters. Alphanumeric.

Automatic Accrual Reversals

The use of automatic accrual reversals is optional. When automatic reversals are used an accrual entry is reversed by the system in the next accounting period.

Example: The two accounting periods involved are:

03/01/XX - 03/31/XX
04/01/XX - 04/30/XX

On March 31, the following entry is made:

Account #		DR	CR
5060-nnn	Salary Expense	1,655.09	
2130-nnn	Accrued Salary		1,655.09

When this entry is posted, the system will automatically generate the following entry dated 4/1/XX.

Account #		DR	CR
5060-nnn	Salary Expense		1,655.09
2130-nnn	Accrued Salary	1,665.09	

Accrual entries are not necessarily automatically reversed. The only entries reversed are those whose source code corresponds to the accrual reversal source code in the G/L Control file. You may have more than one source code, but only one accrual source code.

When setting up the G/L Control file, the accrual source code is entered. All journal entries with a source code corresponding to that in the control file will be automatically reversed in the next period.

It is advisable to use the same source code for all clients. Up to six characters are allowed. A possible code could be "ACRUAL".

NOTE: When entering an accrual transaction, both the debit and credit entry must contain the accrual source code. If, for example, only the debit entry contained the accrual code, the next period only a credit entry will be generated by the system. This will put the company out of balance for that period.

GLOSSARY

Working Definitions of Terms
Used in Operating the F-85

Alphanumeric — Characters which are either letters or numbers or symbols, such as + , $ etc.

Application Package — A set of computer programs used to solve particular problems; i.e., accounting, scientific, financial, etc.

Applications Program — A program written to accomplish a specific user task (such as payroll calculations). Not all programs are for users; some programs are used by programmers to produce other programs.

Backup Diskette — A diskette which is a copy of another diskette is a "backup diskette." (Note: You will want to copy every diskette you have in case one is damaged or erased accidentally.)

Character — A single letter, number or symbol.

Command — An instruction given to the computer via the keyboard.

Computer — A unique machine that combines several functions: it records information (both words and numbers); plays back information (on a screen); manipulates information (performing calculations with numbers, and adding or deleting groups of words); and prints out information (words, numbers, and combinations of the two). The computer combines all these functions in one machine (eliminating several intermediate machines as well as a great deal of repetition and paperwork). The programmer can change the computer's operating rules in a variety of ways.

CR — CR stands for "Carriage Return" and is the same as the "RETURN" key on your Durango F-85.

CRT — Cathode Ray Tube. Video Display Unit (VDU) screen.

Cursor — The cursor is like a pointer on your video screen, and tells you what the computer is "looking at." It's a short line, about the length of an underscore. It moves as you type in answers and tells you where the next letter you can type will appear on the screen.

Data — Denotes any or all facts, numbers, letters, or symbols which can be stored, processed, or produced by a computer.

Data Entry — This simple noun phrase is a summary. It means: "The operator types answers (words and/or numbers) into the computer from the keyboard." The computer can copy data from other diskettes, and can select parts of the data on one diskette, but data entry must be done by an operator.

D-BASIC — The name of the language which Durango programmers use to talk to the computer. It consists of a set of commands that tell the computer what sequence to do things in (e.g., print question, wait for answer).

Default — Basically this term means that if you do not type in an answer, the computer will automatically provide one. For an explanation of when and how to use the "default" feature see "General Data Entry Rules."

Disk Drive — Something like the turntable and needle in a record player. Your diskette containing data, is the "record." As it revolves rapidly, the disk drive scans what is recorded there; feeding whatever data you want to the screen or the printer. The drive also positions to the appropriate file space when the computer is delivering information to be recorded.

Diskette — Round disks of plastic, coated with a ferro oxide material and encased in square envelopes of black paper. Both the paper and the diskette have a round hole in the middle. The paper casing also contains an oval cutout. These diskettes are specially made to receive and hold very tiny magnetic impulses from the computer. The computer can, in turn, "read" these impulses and translate them into letters and numbers. (Note: see the "F-85 Operators Manual" for instructions on handling and storing your diskettes). Diskettes are equally receptive to both "programs" (instructions) and "data" (records).

Document — A paper form, such as an invoice or credit memo, which contains written or printed data. The operator types this data from the document into the computer. Forms printed out by the computer, (statements or reports) may also be called documents.

Drive (Unit) — See "Disk Drive." Drive 1, or Unit 1, is the vertical slot closest to the keyboard. Drive 0 is the vertical slot to the left of Drive 1. Additional drives would have unit numbers 2 and 3.

Edit — To modify a body of data by deleting, inserting, or changing characters. Also, to check data for accuracy.

Error — A phrase that prints out on your screen when your answer is too long or should be in numbers instead of letters, or is for some other reason not recognizable to the computer. The message tells you what to do next. Also, program errors

occur when a particular program instruction cannot be executed, usually due to a flaw in the program. (Note: If you don't understand the message, check the "Video Display Error Message Table" in your F-85 Operators Manual. If you don't find it there, check your D-BASIC Reference Manual or call your dealer.)

Field — The area that your programmer has allocated to a particular part of a record on the diskettes or on the video screen. An example would be the name field on the customer file.

File — Sets of similar records, possibly contained on your diskette. One diskette will hold several files. Like file cabinet drawers, each file has a name (e.g., salesperson file, customer file).

File Maintenance — A procedure used to keep a file up to date by adding, modifying, or deleting information.

Floppy Diskette — Flexible magnetic disk used for storage of information.

Format — A procedure for preparing factory-fresh diskettes to hold data. This procedure "marks" various sectors of the diskette with magnetic index labels.

Hardware — Refers to the physical aspects of the computer; the keyboard, the disk drives, the printer, the screen, most of the insides, and the cover and any attachments. These are the "hard" components of a computer system, in contrast to the "soft" or programming instructions.

Initialize — Setting up the files and options for your particular business (entering your company name and estimating the number of records you will be entering as data). Includes setting up file sizes (allocating) according to your particular estimates.

Input — The process of typing information into the computer via the keyboard. (You can either input your records, or you can refer to the records you have as "input.")

Inquiry — Procedure for telling the computer to display specific information.

Interfaces — Connections and communications between units of computer equipment. Also used to describe processing between two or more application packages.

Key — The identifying information or field within a record. For example, the customer number is the key to the customer record; that means the computer must have that information to display that record for you. A second meaning, unrelated, is a key on the keyboard.

Language — Set of words and rules programmers use to give the computer instructions. The name of the language on your F-85 application software is D-BASIC.

Load — To take information from auxiliary or external storage (such as a diskette) and place it into memory storage, within the computer.

Load the System — An instruction or key which causes the computer to load the Operating System into computer memory, making programs and routines available for use.

Master Menu — The main list of functions available within an application program (e.g., print reports, input data).

Menu — A list of procedures that allows the operator to choose the desired one.

Module — Term used by programmers. Refers to a program unit that performs a discrete and identifiable task.

Numeric — Numbers, rather than letters; 0 - 9.

Object Code — Term used by programmers. Refers to the machine executable code resulting from an assembler or compiler.

Operating System — A set of programs and routines which interprets operator commands, handles program control, and performs supporting functions such as scheduling and input/output commands. DX-85 is the F-85's operating system.

Output — Refers to information and data transferred from the internal storage of a computer to output devices (like a printer or a screen) or external storage (like a diskette).

Post — The process of taking a transaction from data entry or a temporary transaction file and updating the information onto a permanent file.

Print Programs — Procedures for directing the computer to organize and print out a report.

Printer — The automatic typing device which produces reports on paper.

Program — A series of instructions telling the computer how to process information (what to do and when) in performing a desired operation (e.g., the solution of a mathematical problem or the collation of a set of data). Some programs (applications programs) process information for special subjects (accounting, research, law, medicine, etc.).

Programmer — A person who prepares programs. Specializes in computer languages such as D-BASIC. Programming begins with understanding of the problem, designing the logic, writing the program code, and testing and removing any flaws so that the programs are reliably running. The programmer generally also documents the program functions and characteristics.

Prompt — A phrase or a question (or, sometimes, a blinking cursor) appearing on the screen to which the operator must respond (via the keyboard).

Purge — A process which deletes information from a designated file.

Record — A group of related facts (fields). For example, one customer with name, address, total sales, etc. is a record in the customer file.

Software — Refers to programs written and sold for use with computers. Software is contained on a medium, such as tapes, disks, diskettes, or mini-diskettes. Software examples are programs, Application Packages, Utilities, Operating System.

Source Code — The form of a program as the programmer has coded it. Compilers or assemblers convert the source code to object programs which are machine executable.

Submenu — A list of preselected options. An example is the submenu for shipping codes in the customer file.

Transaction — An invoice, credit memo, debit memo, finance charge, or cash receipt - any individual change, addition, or deletion to a master record.

TRX — Abbreviation for "transaction".

Update — The process of changing, adding, or deleting data held in "the system and data files" (e.g., on the diskettes).

Utility — Certain programs designed to perform specific system functions such as copying, creating, and deleting files. Programs that usually perform single general tasks.

VDU — Video Display Unit, or screen, on which the computer shows its questions and your responses. Some call this piece of hardware the CRT, which stands for Cathode Ray Tube.

Verify — Determining whether an operation has been completed accurately.

SECTION 3
SYSTEM NOTES

SECTION III

SYSTEM NOTES

GENERAL LEDGER

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SYSTEM NOTES

GENERAL LEDGER

D-BASIC
Release: 001
Date: 07/31/79

A. With your General Ledger system (G/L) you will receive 3 diskettes. The contents of each are described below.

1. G/L OBJECT DISKETTE (1012)

These diskettes contain all General Ledger object codes and a $Autostart file.

GL SYSTEM 1	GL SYSTEM 2
$DIRECTORY	$DIRECTORY
$AUTOSTART	GLINIT
TRLBAL	SETUP
GLJRNL	DSTPRT
PROLOS	DSTMNT
GLTENT	COMPNY
GLTEN2	GLCTMN
BLANCE	YREND
GLPST	CMPRSS
GLINQR	SOURCX
GLWORK	TEXMNT
GLWRK2	TEXPRT
CHTMNT	
CHTMN2	
CHTPRT	
FORMT1	
PRDMNT	
PRDPRT	
GLMENU	
BACKUP	
SELFIN	
TRBLPR	
BLDFIN	
CALRAT	
FORMT2	

2. G/L SOURCE DISKETTE (1012)

This diskette contains all General Ledger source code.

Source Diskette #1

$DIRECTORY
TRLBAL.Xnn*
GLJRNL.Xnn
PROLOS.Xnn
GLTENT.Xnn
GLTEN2.Xnn
BLANCE.Xnn
GLPST.Xnn
GLINQR.Xnn
GLWORK.Xnn
GLWRK2.Xnn
CHTMNT.Xnn
CHTMN2.Xnn
CHTPRT.Xnn
FORMT1.Xnn
PRDMNT.Xnn
PRDPRT.Xnn
GLMENU.Xnn
BACKUP.Xnn
SELFIN.Xnn
TRBLPR.Xnn
BLDFIN.Xnn
CALRAT.Xnn
FORMT2.Xnn
GLINIT.Xnn
SETUP.Xnn
DSTPRT.Xnn
DSTMNT.Xnn
COMPNY.Xnn
GLCTMN.Xnn
YREND.Xnn
CMPRSS.Xnn
SOURCX.Xnn
TEXMNT.Xnn
TEXPRT.Xnn

* nn is the version number.

B. FILE NAMES

All Source programs in our packages are named in the format xxxxxx.Ann, where x is the program name, A indicates release and nn is the version of the system. All object code programs use the first 6 characters only.

C. BACKUP G/L SYSTEM

It is highly recommended that all diskettes be backed up before doing anything with the system. The procedure to do this is:

1. Insert your DX-85 Operating System diskette in Drive 0.
2. Enter "LOAD COPY".
3. Remove your DX-85 System diskette.
4. Insert G/L SYSTEM 1 DISKETTE in Drive 0.
5. Insert a new formatted diskette in Drive 1.
6. Enter "G * TO /1".
7. Each file will be listed as copied. When backup is complete the screen will display:

   COPY COMPLETE.

8. Remove both diskettes.
9. To backup source diskettes, follow steps 2 through 8 except for item 4 where you insert "G/L SYSTEM 2" in Drive 0, and then "G/L SOURCE" in Drive 0.

D. CREATE RUNTIME GENERAL LEDGER DISKETTES

The goal of this procedure is to create diskettes which contain not only the General Ledger programs, but also programs from the DX-85 Operating System Diskette. The result is called the "Runtime Diskette."

Operating System Programs

+ (plus) General Ledger Object Code = (equals) General Ledger Runtime Diskette

The Operating System Programs are:

SYSDnn	DX-85 Operating System
STARTU.SYS	System Initialize Program
LGO	Interpreter Processor
COPYC	Copy Utility

Items needed for this procedure include:

DX-85 Operating System Diskette
Formatted diskette
General Ledger Object Code diskette
F-85 Computer

The General Ledger Runtime system for the 2-drive configuration requires 2 diskettes for the programs. This is done to obtain space for sort files on the system diskette 1.

The contents of each are as follows:

G/L SYSTEM #1	GL SYSTEM #2
$DIRECTORY	$DIRECTORY
SYSD13	COPYC
LGO	GLINIT
STARTU.SYS	SETUP
COPYC	DSTPRT
$AUTOSTART	DSTMNT
TRLBAL	COMPNY
GLJRNL	GLCTMN
PROLOS	YREND
GLTENT	CMPRESS
GLTEN2	SOURCX
BLANCE	TEXMNT
GLPST	TEXPRT
GLINQR	
GLWORK	
GLWRK2	
CHTMNT	
CHTMN2	
CHTPRT	
FORMT1	
PRDMNT	
PRDPRT	
GLMENU	
BACKUP	
SELFIN	
TRBLPR	
BLDFIN	
CALRAT	
FORMT2	

To create the 2 runtime diskettes proceed as follows:

1. Insert DX-85 System Operating diskette in Drive 0.

2. Insert newly formatted diskette in Drive 1.

3. Press "CODE LOAD" keys.

4. Copy the Operating System Programs onto the new one in Drive 1.

   a. Type in "COPY SYSDnn,STARTU.SYS,LGO,COPYC TO /1" where nn is the latest release and version number of the Operating System (i.e., SYSD13 is Release 1 Version 3 of the Operating System).

   b. When all the files on the F-85 Operating System diskette have been copied onto the new diskette, the phrase "Copying Complete" will appear at the bottom of the screen.

5. Copy the General Ledger System #1 diskette.

   a. Type "LOAD COPY". Wait for ":" to appear on the screen.

   b. Remove DX-85 System Operating Diskette from Drive 0.

   c. Insert G/L SYSTEM 1 Diskette in Drive 0.

   d. Type "G * TO /1" and press "RETURN".

   e. The computer will copy all General Ledger programs and the $AUTOSTART file from Drive 0 to Drive 1. While copying each program, the screen will display the program name copied.

6. Only G/L Object programs and COPYC need be included on G/L SYSTEM #2.

   a. Insert DX-85 System Operating System Diskette in Drive 0.

   b. Type "COPY COPYC TO /1".

   c. Then follow Step 5 using "General Ledger System 2" diskette.

7. The $AUTOSTART file is included on the G/L SYSTEM 1 Diskette. This information consists of a call to the LGO interpretor processor and GLMENU, the Master General Ledger menu. The presence of this file also prompts for date and time when loading the system. See Section 4.1 in the DX-85 D-BASIC Manual for further explanation.

8. If it is necessary to change source programs and compile onto your runtime G/L System Diskette:

   a. Make sure original source is backed up.

   b. See Section 4.2 in the DX-85 D-BASIC manual for use of EDIT in changing source code.

   c. See Section 4.3 for use of D-BASIC in compiling, testing and debugging.

E. ESTIMATE DISK SPACE REQUIREMENTS

Your Runtime Diskette is now complete, except for initialization. The next step is to obtain the customer's estimate for the maximum data volumes the company will have on diskette at one time.

The total disk space requirement can be computed manually by using the DISK SPACE REQUIREMENTS form in conjunction with the following File tables. Otherwise, the disk space requirements can be automatically computed by the Initialize Program contained on the General Ledger Runtime Diskette.

General Ledger data files are initialized onto 3 diskettes:

G/L SYSTEM 1 - 4 temporary sort files.

GL DATA 1 - All permanent files

GL DATA 2 - Source Cross Reference temporary sort file.

F. DISK SPACE REQUIREMENTS

		File(s)	Answer	Required blocks
1.	What is the number of postable G/L accounts you have?	BUDCOM (times 2)	_____	_____
2.	What is the total number of G/L accounts required?	CHART	_____	_____
		FSCODE	_____	_____
		SSCODE	_____	_____
3.	Number of text lines?	TEXFIL	_____	_____
4.	Maximum number of monthly transactions?	GLTRX	_____	_____
5.	Number of automatically distributed accounts?	DSCDFL	_____	_____
6.	Number of journal year-to-date records for a fiscal year (Answer from item 1 X Number of accounting periods + answer from item 4.)	GLJNL	_____	
		SOURCE	_____	

Total number of blocks

Add for other files 35

Directory	16
CONAME	1
CMPANY	1
PRDFIL	1
COPYC	6
GLCTL	1
GLTOT	7
GLPASS	1
GLPAS2	1

TOTAL NUMBER OF BLOCKS REQUIRED _____

RECORD SIZE - 97
KEY SIZE - 7

RECORDS	REQUIRED BLOCKS
25	10
50	15
75	22
100	27
125	34
150	39
175	46
200	52
225	59
250	64
275	69
300	76
325	81
350	88
375	93
400	101
425	106
450	113
475	118
500	123
525	130
550	135
575	142
600	148
625	155
650	160
675	167
700	172
725	177
750	184
775	189
800	197
825	202
850	209
875	214
900	221
925	226
950	231
975	238
1000	244

RECORD SIZE - 142
KEY SIZE - 8

RECORDS	REQUIRED BLOCKS
25	12
50	19
75	29
100	36
125	45
150	53
175	62
200	69
225	79
250	86
275	96
300	103
325	112
350	120
375	129
400	136
425	146
450	153
475	163
500	170
525	179
550	187
575	196
600	203
625	213
650	220
675	230
700	237
725	246
750	254
775	263
800	270
825	280
850	287
875	297
900	304
925	313
950	321
975	330
1000	337
1025	347
1050	354
1075	364
1100	371
1125	380
1150	388
1175	397
1200	404
1225	414

RECORD SIZE - 9
KEY SIZE - 10

RECORDS	REQUIRED BLOCKS
10	5
20	5
30	6
40	6
50	8
60	9
70	9
80	10
90	12
100	12
110	13
120	13
130	16
140	16
150	16
160	17
170	19
180	20
190	20
200	20
210	21
220	23
230	23
240	24
250	24
260	27
270	27
280	27
290	28
300	30
310	31
320	31
330	31
340	34
350	34
360	35
370	35
380	37
390	38
400	38
410	39
420	39
430	41
440	42
450	42
460	42
470	45
480	45
490	46
500	46

RECORD SIZE - 50
KEY SIZE - 17

RECORDS	REQUIRED BLOCKS
100	24
200	45
300	66
400	90
500	111
600	132
700	152
800	174
900	195
1000	216
1100	239
1200	260
1300	279
1400	301
1500	323
1600	344
1700	366
1800	388
1900	409
2000	429
2100	450
2200	472
2300	493
2400	515
2500	537
2600	556
2700	577
2800	599
2900	621
3000	642
3100	664
3200	685
3300	705
3400	727
3500	748
3600	770
3700	791
3800	813
3900	832
4000	854
4100	876
4200	897

RECORD SIZE - 73
KEY SIZE - 4

RECORDS	REQUIRED BLOCKS
10	6
20	8
30	9
40	11
50	12
60	14
70	15
80	17
90	20
100	22
110	23
120	25
130	26
140	28
150	29
160	31
170	32
180	36
190	37
200	39
210	40
220	42
230	44
240	45
250	47
260	50
270	52
280	53
290	55
300	56
310	58
320	59
330	61
340	62
350	66
360	67
370	69
380	70
390	72
400	73
410	75
420	76
430	80
440	82
450	83
460	85
470	86
480	88
490	89
500	91

RECORD SIZE - 71
KEY SIZE - 17

RECORDS	REQUIRED BLOCKS
25	10
50	17
75	24
100	32
125	39
150	46
175	54
200	61
225	68
250	76
275	83
300	90
325	98
350	107
375	114
400	122
425	129
450	136
475	144
500	151
525	158
550	166
575	173
600	180
625	188
650	193
675	200
700	209
725	216
750	223
775	230
800	238
825	245
850	252
875	260
900	267
925	274
950	282
975	289
1000	296
1025	305
1050	312
1075	319
1100	327
1125	334
1150	341
1175	349
1200	356
1225	363
1250	371
1275	378
1300	383

RECORD SIZE - 33
KEY SIZE - 23

RECORDS	REQUIRED BLOCKS
100	24
200	45
300	68
400	89
500	111
600	132
700	154
800	176
900	198
1000	219
1100	241
1200	262
1300	284
1400	305
1500	327
1600	349
1700	371
1800	392
1900	414
2000	435

RECORD SIZE - 34
KEY SIZE - 15

RECORDS	REQUIRED BLOCKS
25	7
50	11
75	16
100	20
125	25
150	27
175	32
200	36
225	40
250	45
275	49
300	52
325	56
350	61
375	65
400	70
425	74
450	76
475	83
500	87
525	92
550	96
575	101
600	103
625	108
650	112
675	116
700	121
725	125
750	128
775	132
800	137
825	141
850	146
875	150
900	152
925	158
950	162
975	167
1000	171
1025	176
1050	178
1075	182
1100	187
1125	191
1150	196
1175	200
1200	203
1225	207

RECORD SIZE - 34
KEY SIZE - 15

RECORDS	REQUIRED BLOCKS
25	7
50	11
75	16
100	20
125	25
150	27
175	32
200	36
225	40
250	45
275	49
300	52
325	56
350	61
375	65
400	70
425	74
450	76
475	83
500	87
525	92
550	96
575	101
600	103
625	108
650	112
675	116
700	121
725	125
750	128
775	132
800	137
825	141
850	146
875	150
900	152
925	158
950	162
975	167
1000	171
1025	176
1050	178
1075	182
1100	187
1125	191
1150	196
1175	200
1200	203
1225	207

RECORD SIZE - 100
KEY SIZE - 15

RECORDS	REQUIRED BLOCKS
25	10
50	18
75	25
100	33
125	41
150	46
175	54
200	62
225	69
250	77
275	85
300	90
325	98
350	106
375	113
400	121
425	129
450	134
475	144
500	152
525	159
550	167
575	175
600	180
625	188
650	196
675	203
700	211
725	219
750	224
775	232
800	240
825	247
850	255
875	263
900	268
925	277
950	285
975	292
1000	300
1025	308
1050	313
1075	321
1100	329

RECORD SIZE - 100
KEY SIZE - 15

RECORDS	REQUIRED BLOCKS
25	10
50	18
75	25
100	33
125	41
150	46
175	54
200	62
225	69
250	77
275	85
300	90
325	98
350	106
375	113
400	121
425	129
450	134
475	144
500	152
525	159
550	167
575	175
600	180
625	188
650	196
675	203
700	211
725	219
750	224
775	232
800	240
825	247
850	255
875	263
900	268
925	277
950	285
975	292
1000	300
1025	308
1050	313
1075	321
1100	329

LINE NUMBER CONVENTIONS

There are standard places in all the Basic programs where certain types of statements are placed. Therefore, when you pick up any program you know immediately where to look to find many types of code. These are outlined below.

LINE #'s 1-50: Program Title and a brief description.

LINE #'s 90-999: Data Section. All of the DATA statements will appear here.

LINE #'s 1000-1099. Top level Section. The top level logic of the program appears here usually in the form of several GOSUBS that perform the major tasks to be done in the program.

LINE #'s 1100-1199: Initialization Section. Any initial values of variables are assigned here, files are opened, and subroutines initialized.

LINE #'s 1200-5999: Main logic of program. These will appear as modularized routines that perform a specific task.

LINE #'s 6000-6499: Input subroutine. This subroutine accepts data from the video terminal, edits it, and redisplays it in some cases.

LINE #'s 6500-6999: Message Subroutine. Displays various WAIT messages on the screen.

LINE #'s 7000-7499: Wait Subroutine. Displays various WAIT messages on the screen.

LINE #'s 7500-7999: Position Subroutine. Positions cursor on screen, and optionally erases to end of screen or end of line.

LINE #'s 8000-8499: Menu Subroutine. Displays Master File Maintenance or TRX File Menu and accepts selection from screen.

** OR IN PRINT PROGRAMS **

LINE #'s 8000-8499: Print Subroutine. Prints Title, Legends and Headings for reports. Then prints individual lines keeping track of line count and page numbers and automatically handles top of forms.

LINE #'s 8500-8999: Any Change Subroutine. Displays "ANY CHANGE ?" and "WHAT # ?" at bottom of screen and accepts answers.

*** INPUT PROGRAMS ***

LINE #'s 9000-9499: Display Subroutine. Formats dates, dollar field and number fields and displays them on the video terminal.

** OR IN PRINT PROGRAMS **

LINE #'s 9000-9499: Start-End Number Subroutine. Displays and enters data from screen concerning what the starting and ending numbers are of a report to be printed.

LINE #'s 9500-9999: Print Display Subroutine. formats dollar fields and number fields and puts them in the print line in a specified position.

** ALL PROGRAMS **

LINE #'s 10999-11999: ISAM Subroutine. Opens and closes ISAM files, writes, rewrites, reads Inext for sequential read and deletes. This is an external subroutine which is "CALL"ed by all programs using ISAM files. Parameters passed are:

C% Logical file unit.
F$ File name.
K$ Key area.
M$ Record area.
O% Option

1=Add a record
2=Read a record
3=Rewrite a previously read record
4=Delete a record
5=Read next sequential record
6=Close ISAM file pair
7=Position to beginning of file and read first record
8=Open ISAM file pair

L1% Data file unit.
L2% Index file unit.
E2 Error return code.
M% Mode for open and close.

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SYSTEM LOGIC

SECTION IV

SYSTEM LOGIC FLOW

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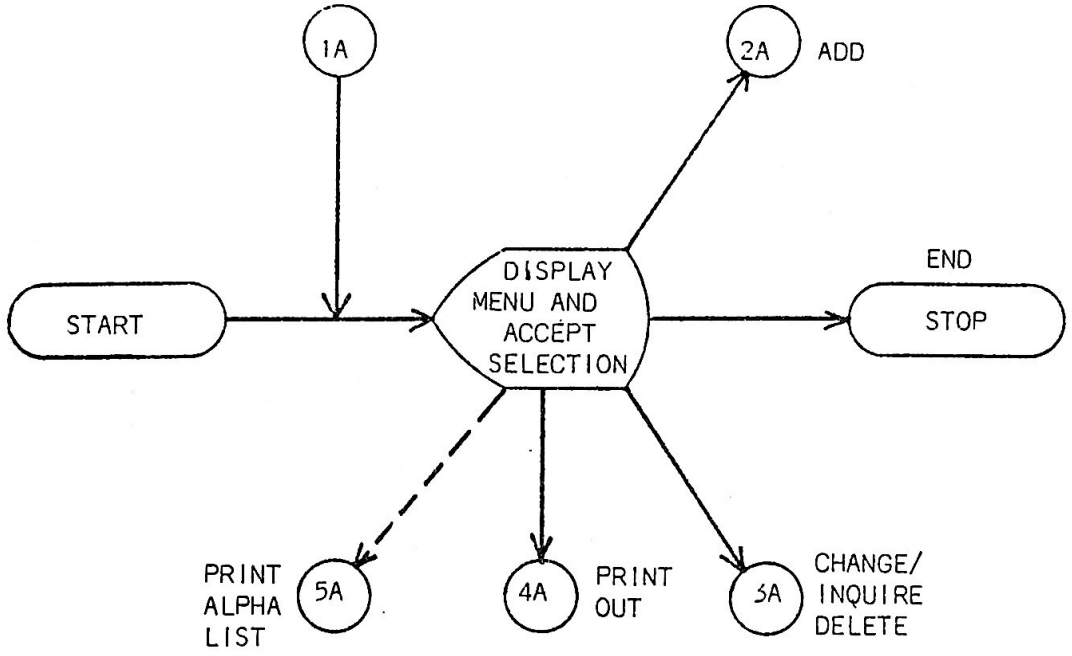
System Logic Flow

G/L

Standard Master File Maintenance Module



First, the menu is displayed and one of the following selections is allowed:

1. Add
2. Change/Inquire
3. Delete
4. Print-out

Or "END" may be typed to end the entire program.

If Add is selected, see page 2.

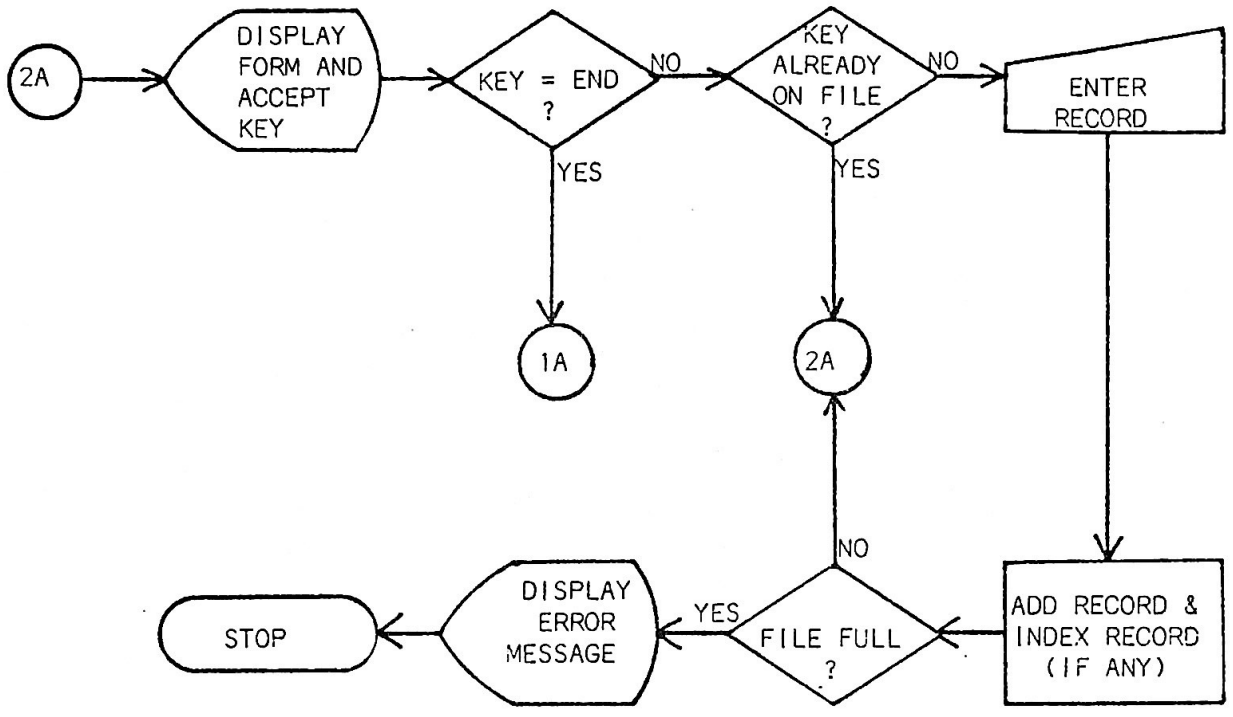
If Change/Inquire or Delete is selected, see page 3.

If Print-out is selected, see page 4.

If Print Alpha List is selected, see page 5.

When "END" is typed the program stops and returns to system menu.

ADDITIONS:



The full VDT format is displayed, and the key is accepted.

If "END" was typed, the program returns to the menu (page 1).

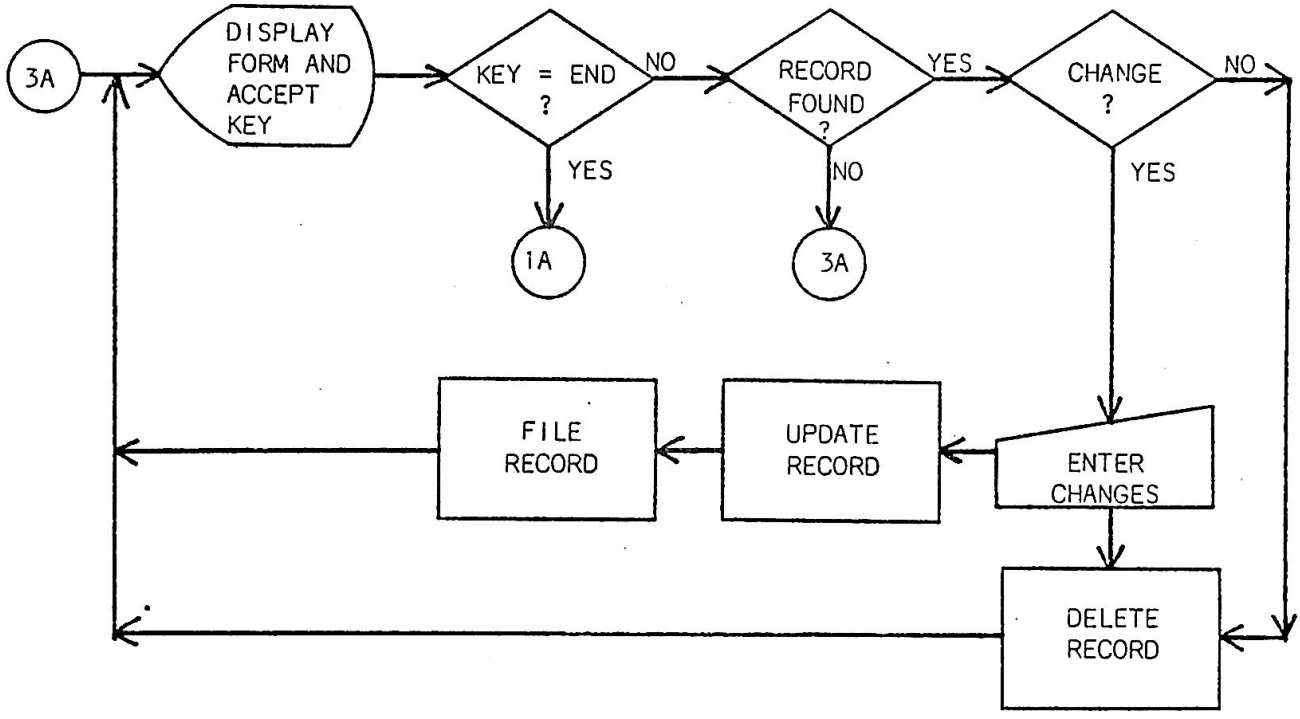
Otherwise, the program checks to make sure the key is not already on the file. (If it is, an error message is displayed and a new key must be entered.)

The full record is then entered, with editing thru the "ANY CHANGE ?" and "WHAT # ?" modes.

The record is then added to the file. If the file is not full (checking the maximum record count in the control record of the file), the program returns to display the VDT format for the next record (or "END"). If the file is full, a message is displayed and the program stops.

When "END" is entered, the menu is redisplayed.

CHANGES/INQUIRIES AND DELETIONS:



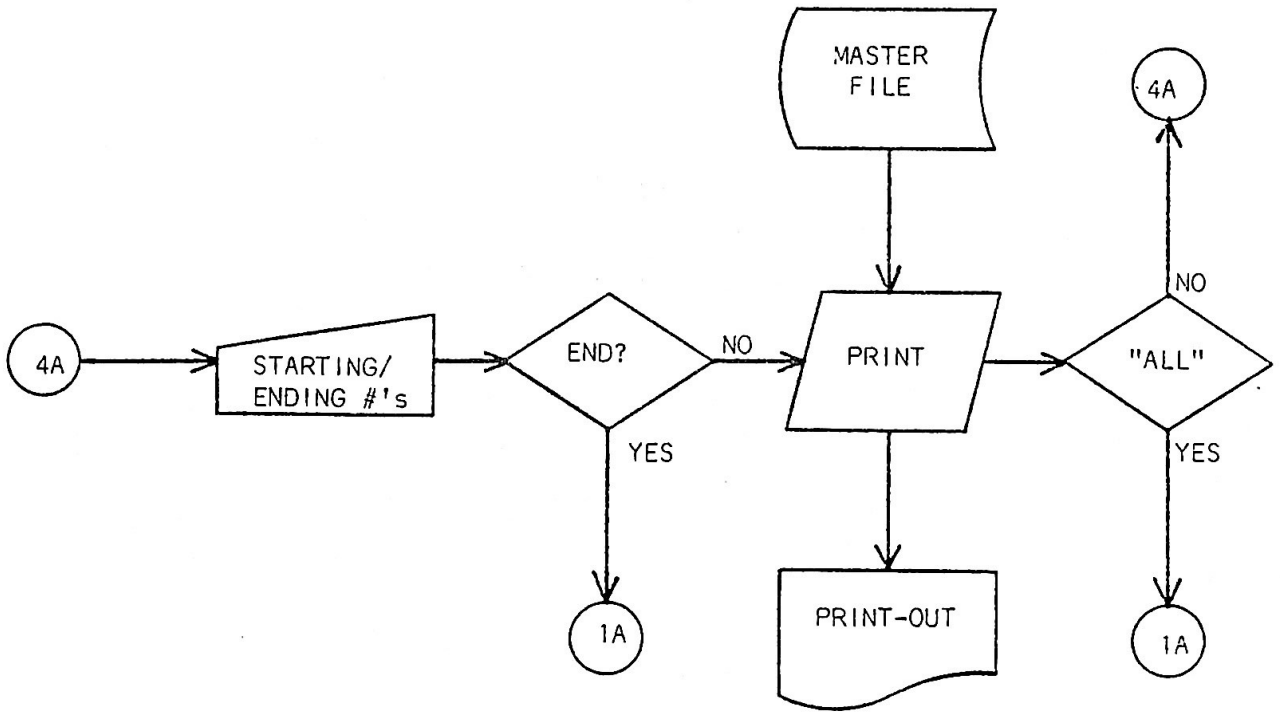
The full VDT format is displayed, and the key is entered. (If "END" is typed, the program returns to the menu (page 1).)

The record is found and displayed on the screen. (If it is not found, an error message is displayed and a new key must be entered.)

If in Change mode, any changes are entered thru "ANY CHANGE ?" and "WHAT # ?". (In Inquire mode no changes are entered.) The record is then updated on the file, and the program returns to redisplay the full VDT format and accept another key (or "END").

In Delete mode, after displaying the record, the question "IS THIS THE RIGHT RECORD ?" is asked. (If not, a new key must be entered.) After verifying the right record, the record is deleted and the full VDT format is displayed for another key (or "END").

PRINT-OUTS:

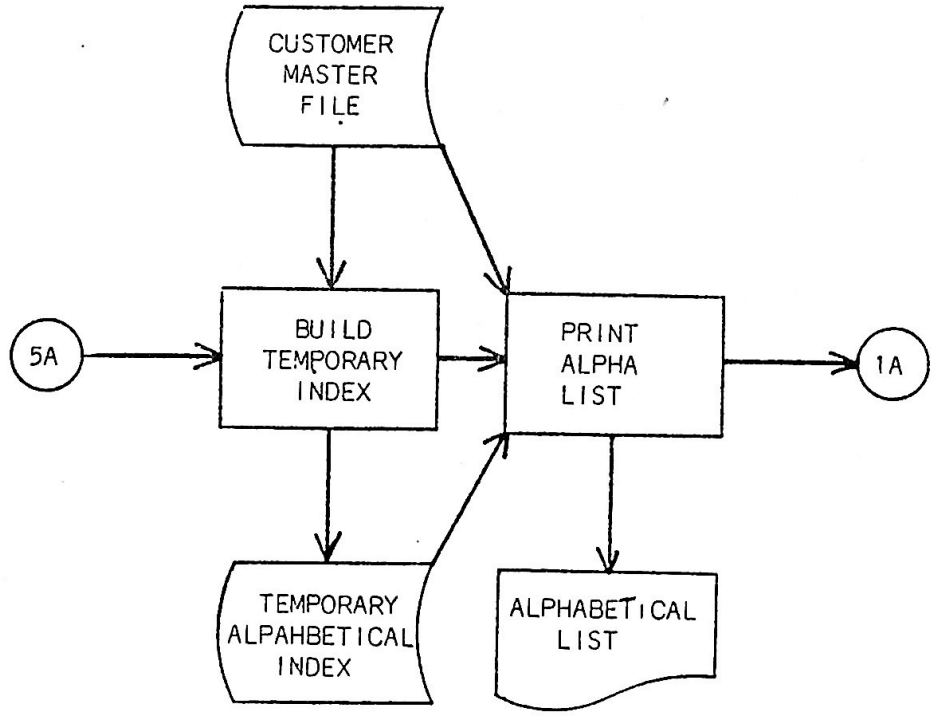


When Print-Out is selected the print program starts, and the starting and ending numbers for printing (or "ALL") may be entered.

The report is then printed from the starting to ending numbers or; if "ALL" was selected, the entire file is printed.

If "ALL" was selected, the program returns to the menu (page 1). Otherwise, another starting and ending number sequence may be entered. "END" may also be entered to stop printing and return to the main menu.

PRINT ALPHABETICAL LIST:



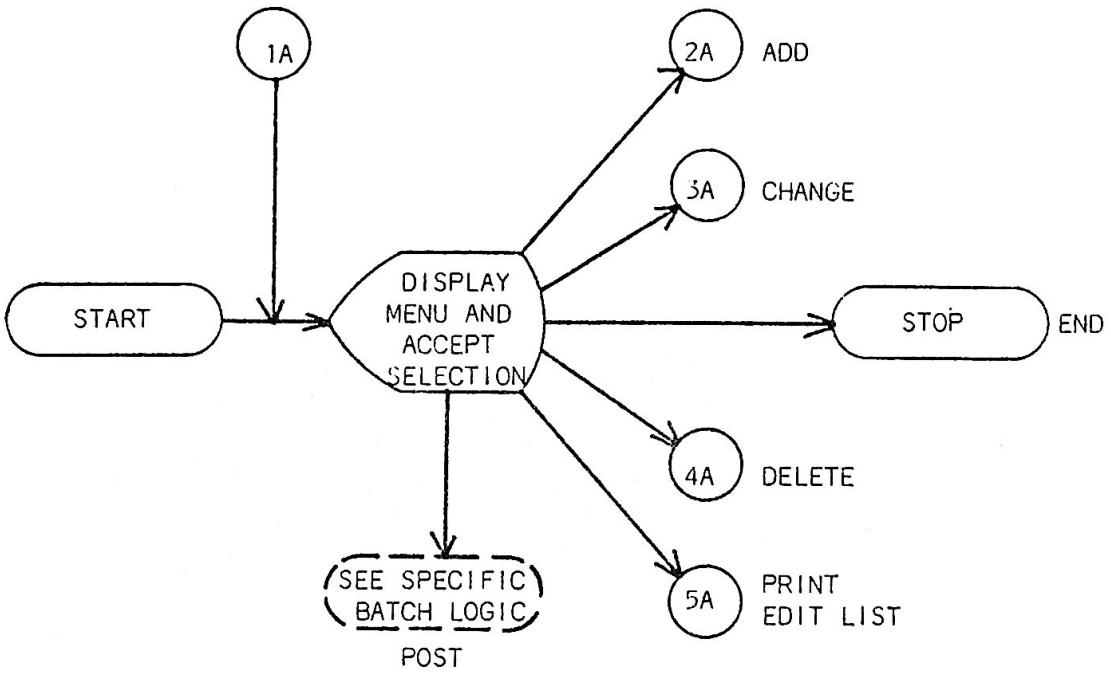
A temporary index file is created (FDAR8) which automatically arranges it's alpha key in alphanumeric order.

The Alphabetical List is printed using the alphabetical index on the Customer Master file.

NOTE:

This part of the STANDARD MASTER FILE MAINTENANCE module is optional; however, most master files have an accompanying Alphabetical List.

Standard Transaction File Entry, Editing and Posting Module



First, the menu is displayed and one of the following selections is allowed:

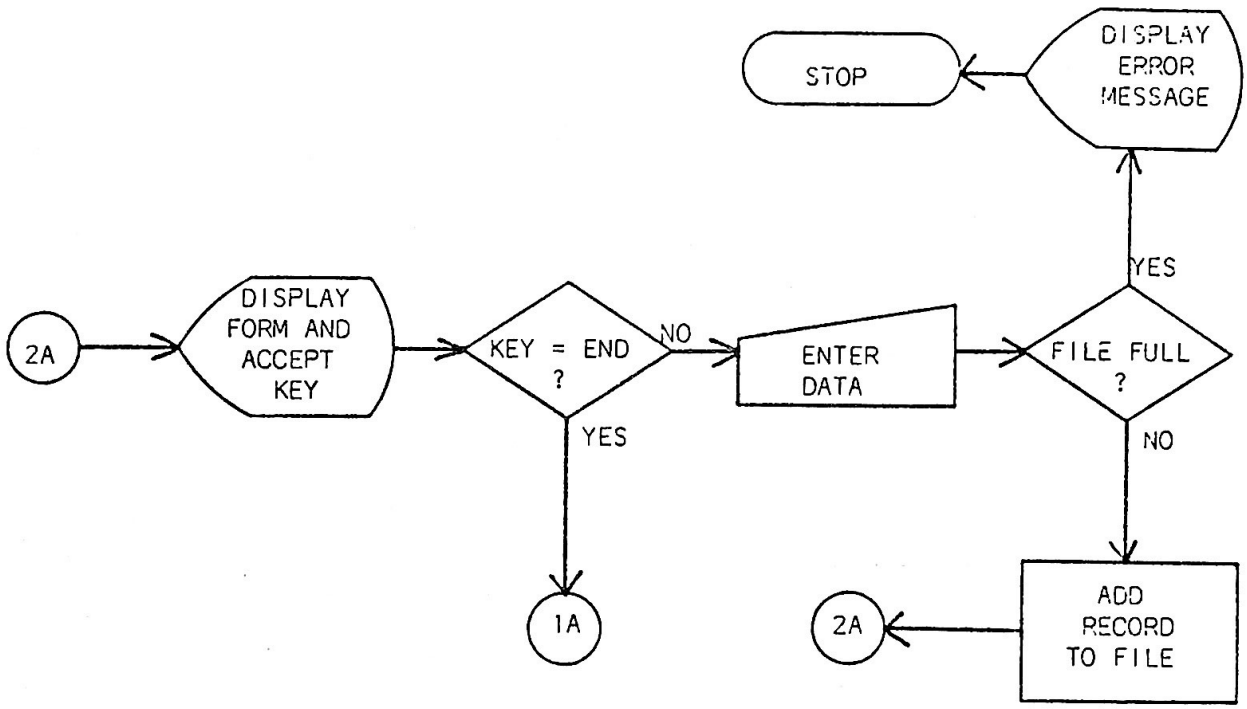
1. Add
2. Change
3. Delete
4. Print Edit List
5. Post Transactions

"END" may be typed to end the entire program.

See indicated pages for processing appropriate to Add, Change/ Inquire, Delete, and Print Edit List.

When Post Transactions is selected the Transactions are posted to the main File(s) according to the specific logic flow for each posting program(s). (See separate System Logic Flow for each individual posting flow.)

ADDITIONS:

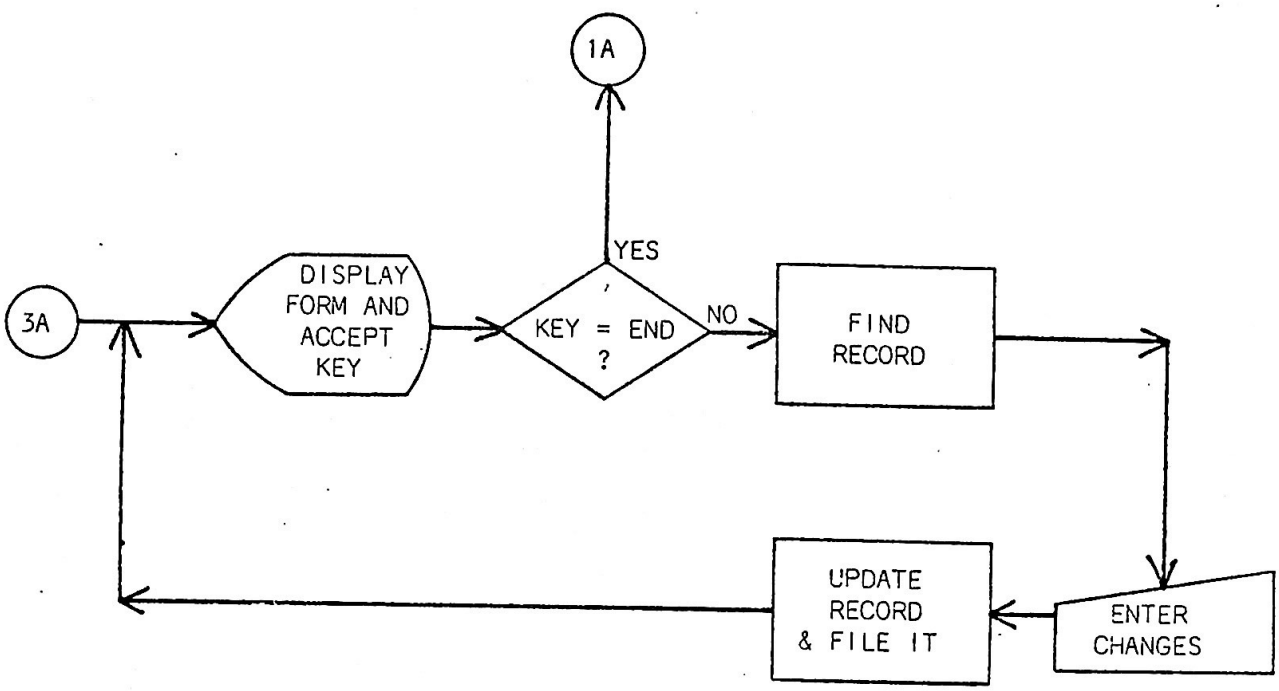


The full VDT format is displayed and the record is accepted. (If "END" is typed in the first field, the program returns to the menu on page 1.)

The record is added to the file. Unless the file is full, the program re-displays the full VDT format and accepts another record (or "END").

If the file is full, a message is displayed and processing stops.

CHANGES:



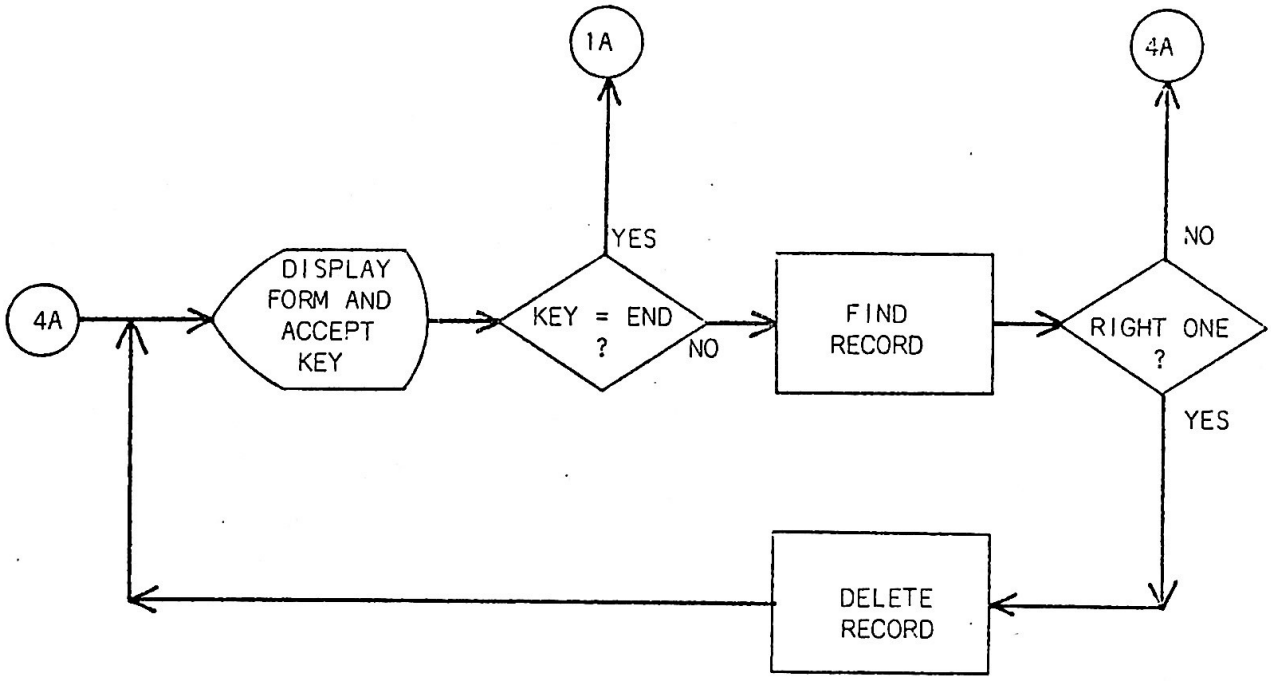
When Change or Delete is selected, the full VDT format is displayed.

Then, the key of the record being sought is entered. (If "END" is typed, the program returns to the menu (page 1.).)

The program finds the record and displays its contents on the screen. If the record is not found, an error message is displayed, and a new key must be entered.

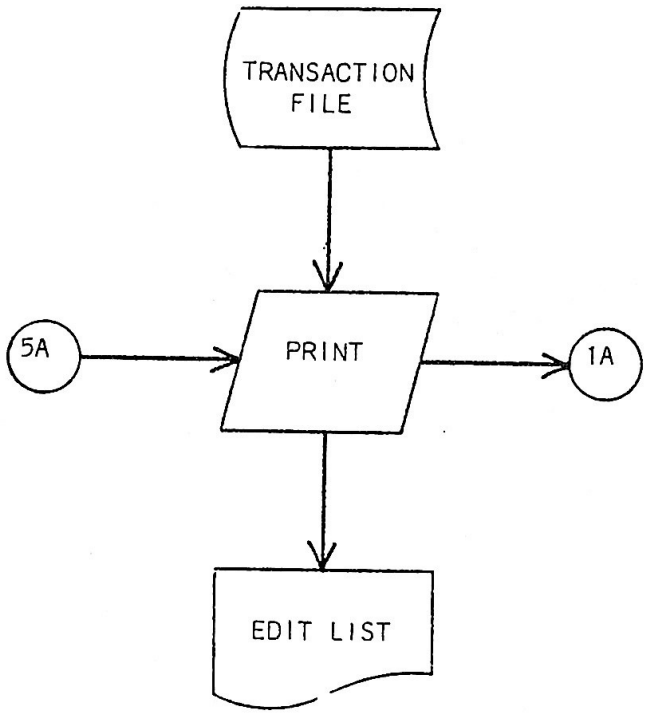
Changes are entered thru "ANY CHANGE ?" and "WHAT # ?". The record is then updated on the file, and a new key may be entered, or "END" may be typed to return to the menu (page 1).

DELETIONS:



The record is found using the same method as on a change. After verifying the right record, the record is deleted and a new key may be entered, or "END" may be typed to return to the menu (page 1).

EDIT LIST:



The Edit List is printed from the Transaction file and control returns to the main menu.

System Logic Flow

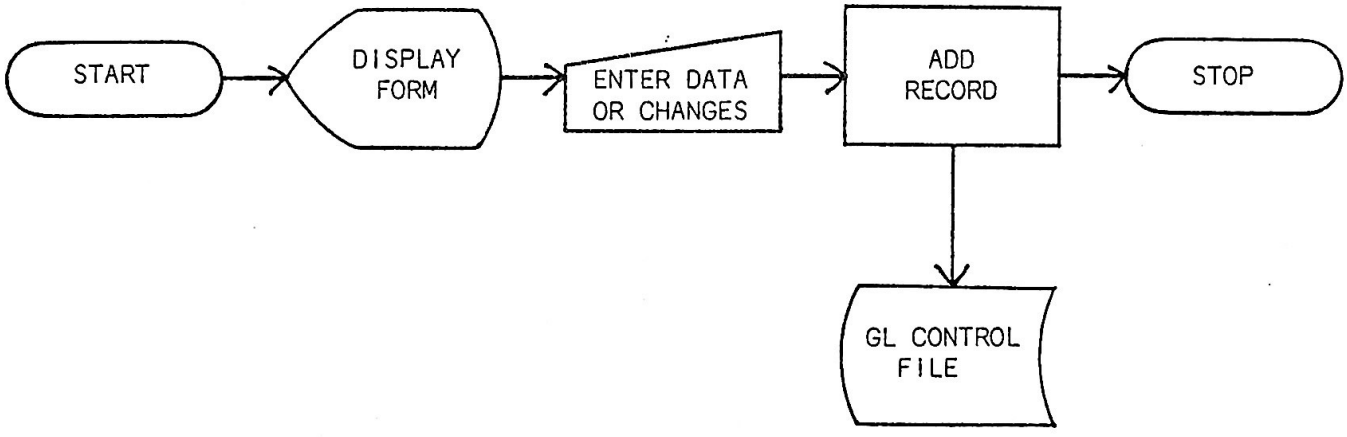
D-Basic

Release: 001

G/L

Date: 07/31/79

General Ledger Control File Maintenance (GLCTMN)



This is a maintenance module. However, if there is already a control file, instead of immediately requesting data input, the program displays what is on file and asks for any changes.

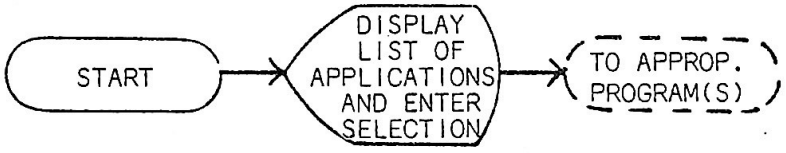
Otherwise, one enters the data and the record is created.

The program returns to the main menu after all changes are input.

System Logic Flow

G/L

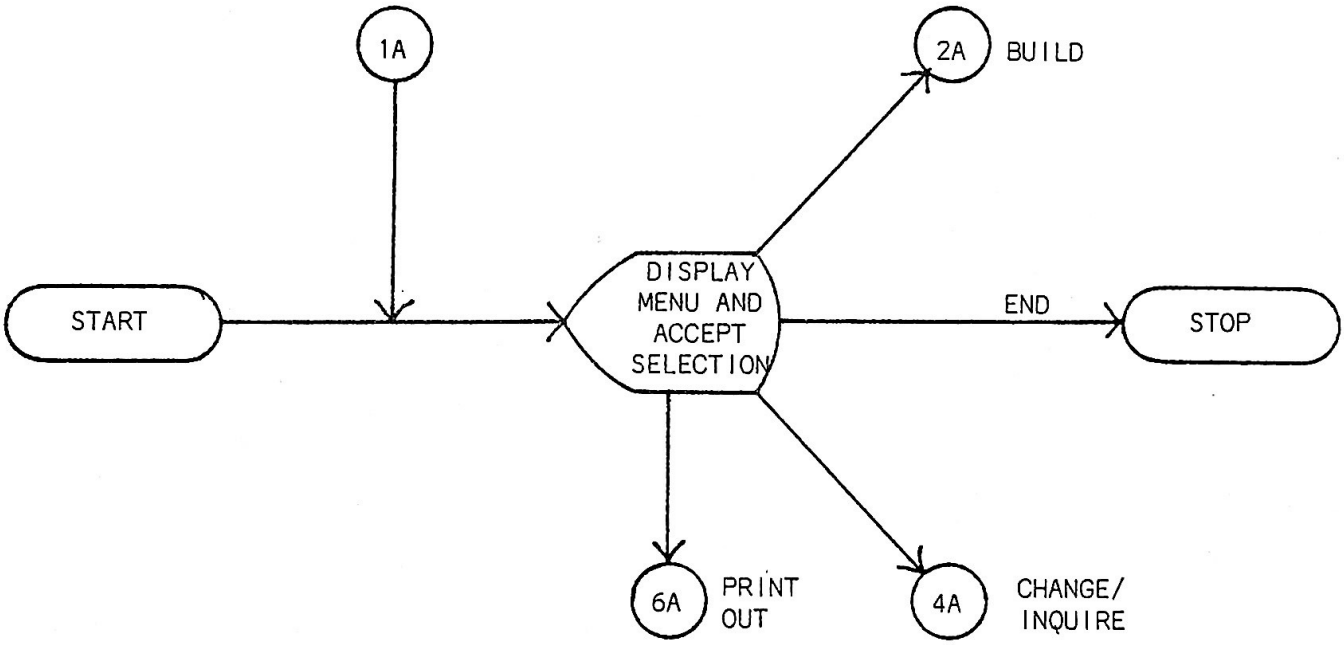
Master Menu for Program Selection (GLMENU)



The main menu (VTGL2) is displayed.

The selection is accepted and processing continues with the appropriate program.

General Ledger Accounting Periods Maintenance (PRDMNT)

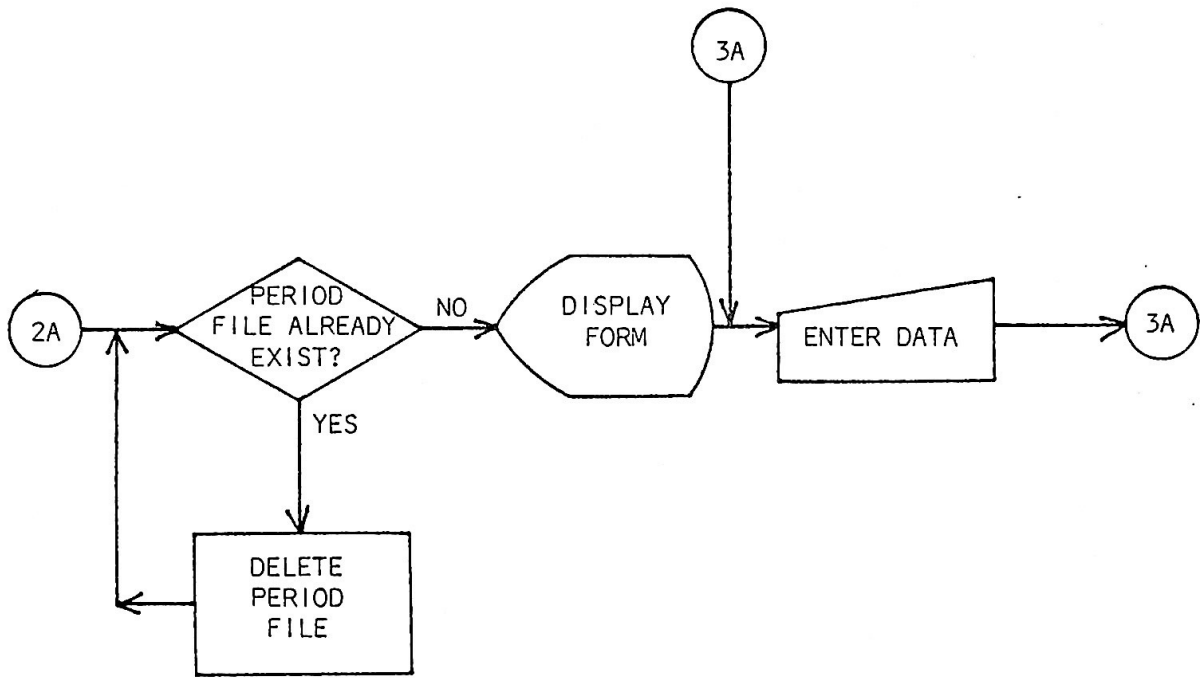


Select application per menu.

To return to the main General Ledger menu, type "END" in response to "PLEASE SELECT".

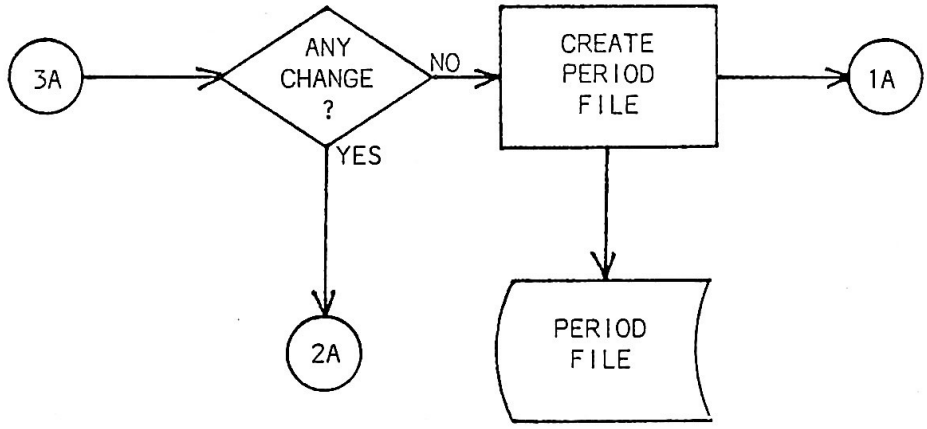
General Ledger Accounting Periods Maintenance (PRDMNT)

BUILD:



If any Period file exists already, it is deleted. The full VDT format is displayed and data is entered.

BUILD (cont'd):



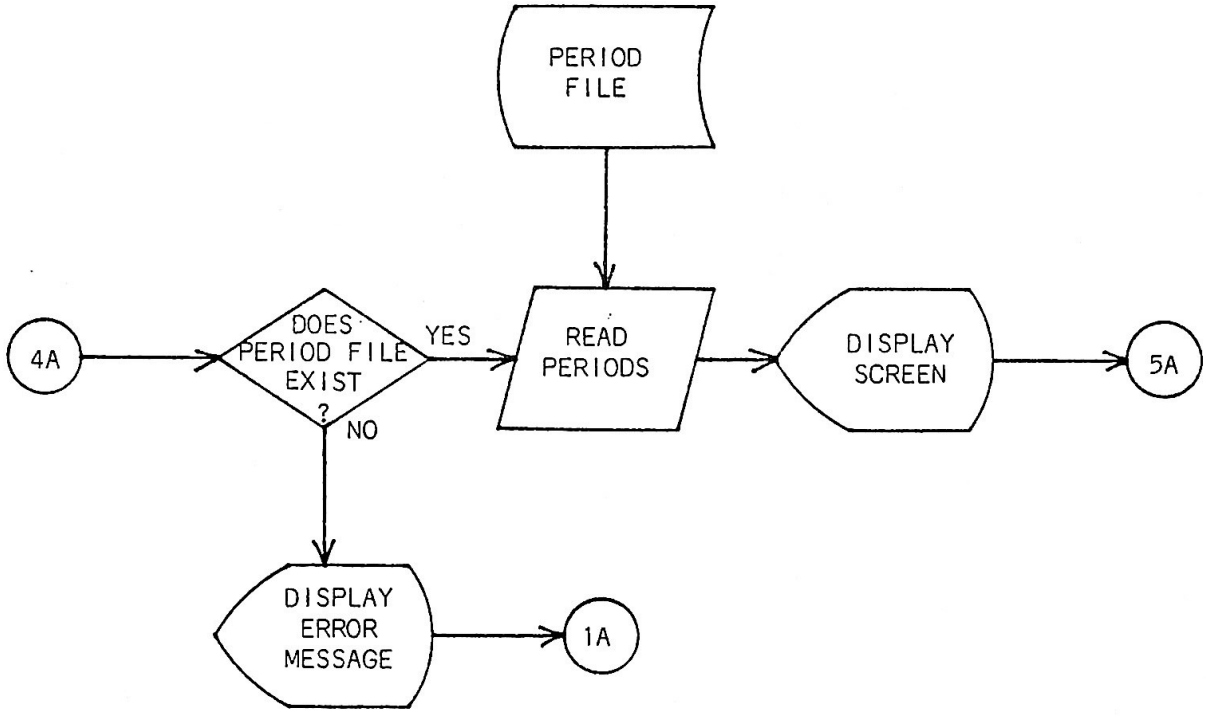
"ANY CHANGE ?" is displayed and any changes are made.

When "N" is typed to "ANY CHANGE ?", the data is input to the Period file (FDGL2).

Program chains back to Accounting Periods Maintenance.

General Ledger Accounting Periods Maintenance (PRDMNT)

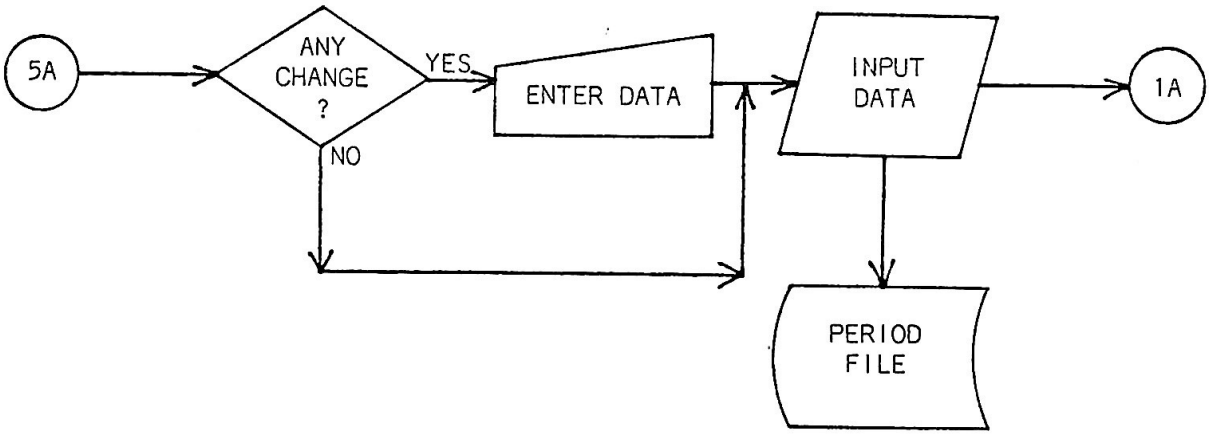
CHANGE/INQUIRE:



If no Period file exists, an error message is returned and program returns to Accounting Period menu.

Otherwise, the full VDT format and data are displayed.

CHANGE/INQUIRE (cont'd):

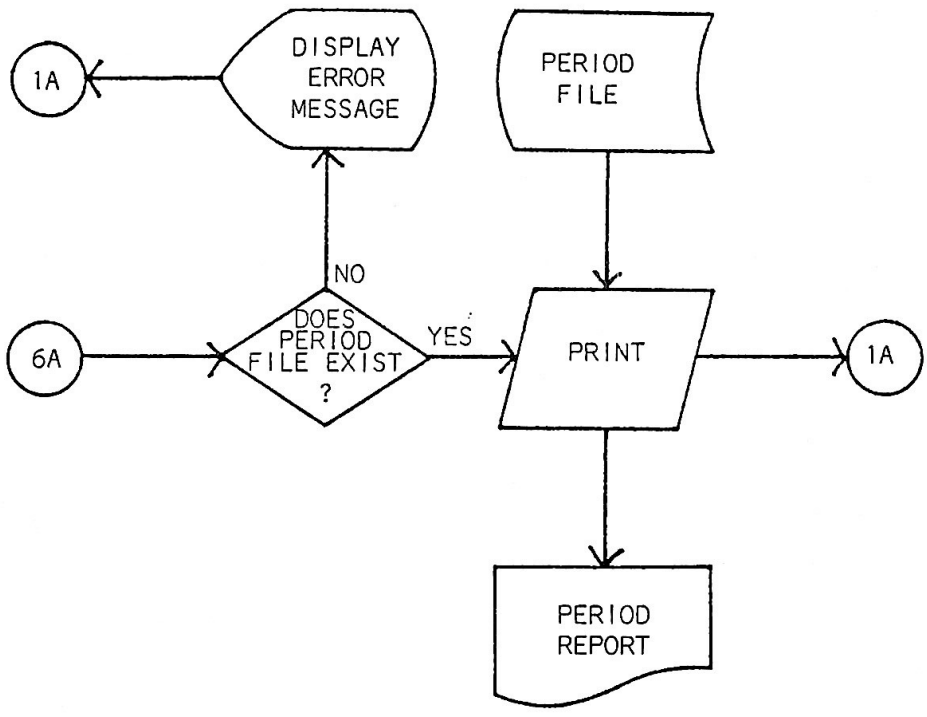


"ANY CHANGE ?" is displayed and any changes are made.

When "N" is typed to "ANY CHANGE ?", the data is input to the Period file (FDGL2).

The program returns to the Accounting Periods menu.

PRINT:



If no Period file exists, error message displays and program returns to the Accounting Period menu.

The Period file is printed out (RPTGL1).

The program returns to the Accounting Period menu.

Text File Maintenance (TEXMNT, TEXPRT)

This is a Standard Master File Maintenance module. See separate System Logic Flow.

Each master record or logical record is divided into several physical records. The first one contains the description and the remaining ones contain one line of text each.

System Logic Flow

G/L

Chart of Accounts Maintenance (CHTMNT)

This is a Standard Master File Maintenance module, except it has two screens for data entry with a different file for each screen. Also, the print-out has selection not only by starting and ending account numbers but also by profit center and whether to show budgets and comparatives.

See exhibits: FDGL4
FDGL7
VTGL5
VTGL6
VTGL7
RPTGL3

Distribution Code File Maintenance (DSTMNT, DSTPRT)

This is a Standard Master File Maintenance module. See separate System Logic Flow.

Each master record or logical record is divided into several physical records, each one consisting of one distribution percentage.

System Logic Flow

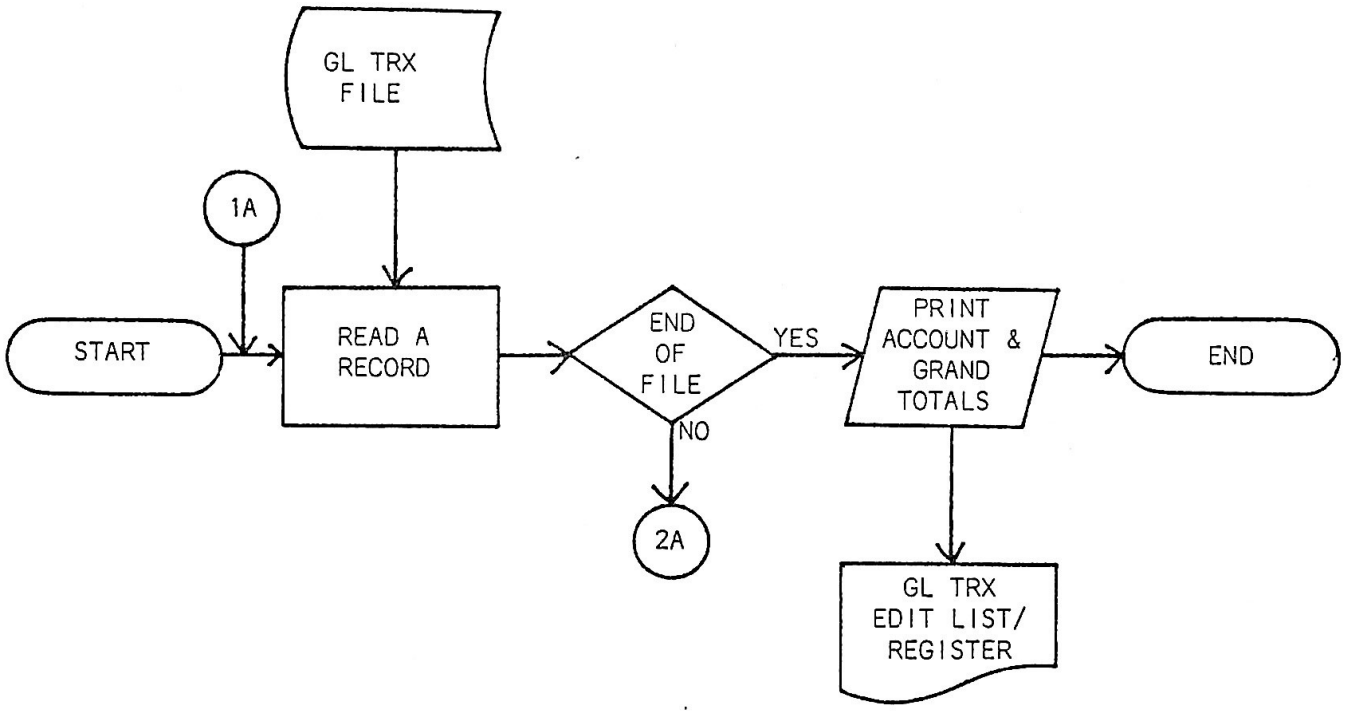
G/L

General Ledger Transaction Entry and Editing

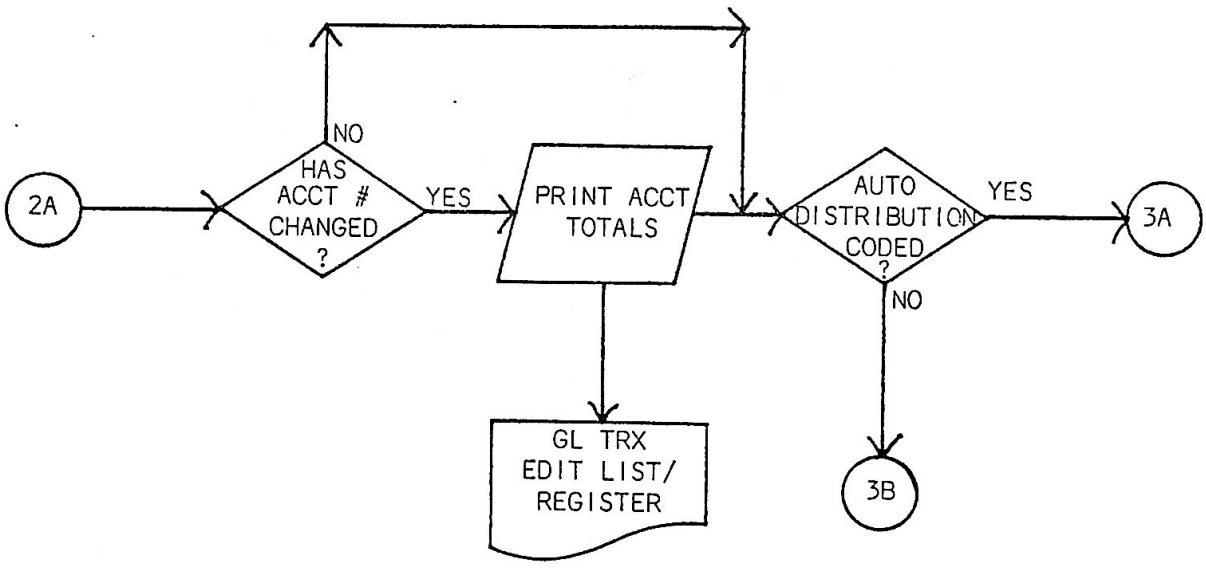
This is a Standard Transaction Entry and Editing module.

See exhibits: FDGL12
FDGL13
FDGL14
VTGL9
RPTGL6

General Ledger Transaction Edit List/Register (GLJRNL)

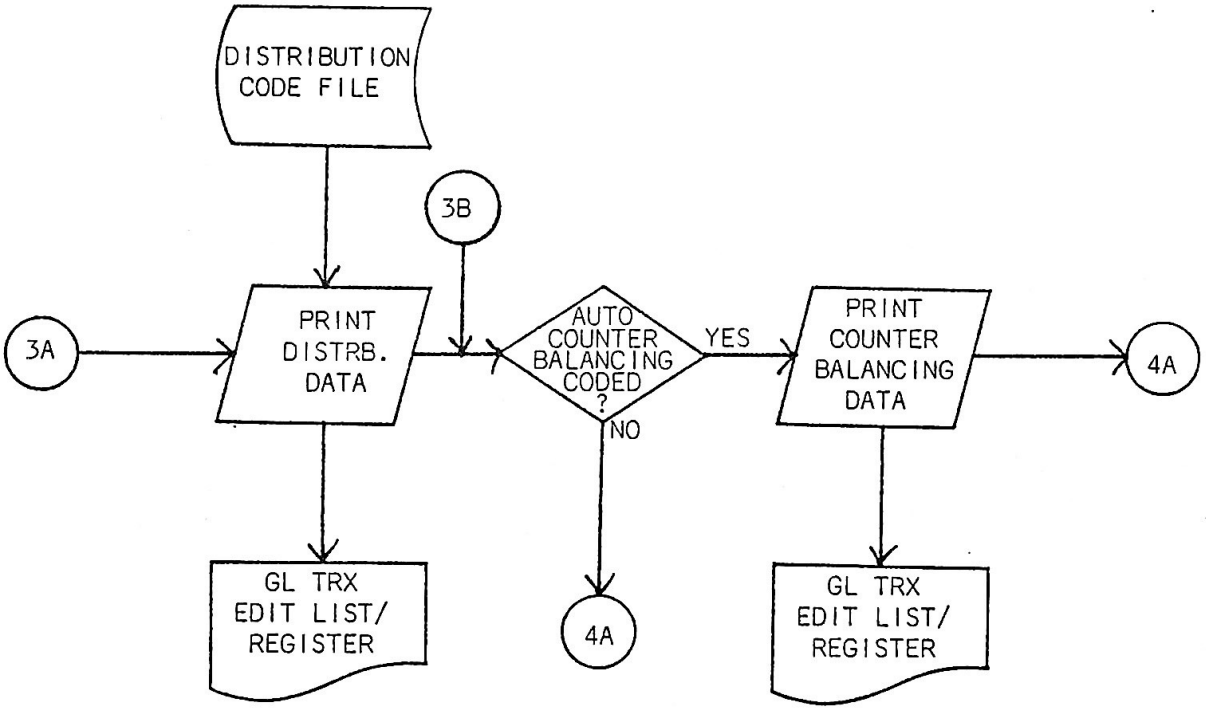


Ths General Ledger Transaction file (FDGL12) is read. If there are no more records, the account totals and the grand totals are printed.

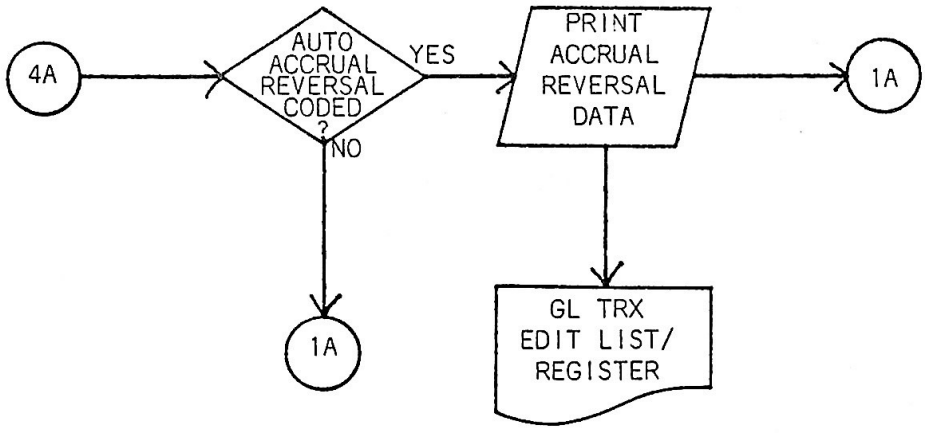


The account number is checked. If the first four numbers are different then the last transaction, the account totals are printed. The transaction is checked to see if it is coded for automatic distribution.

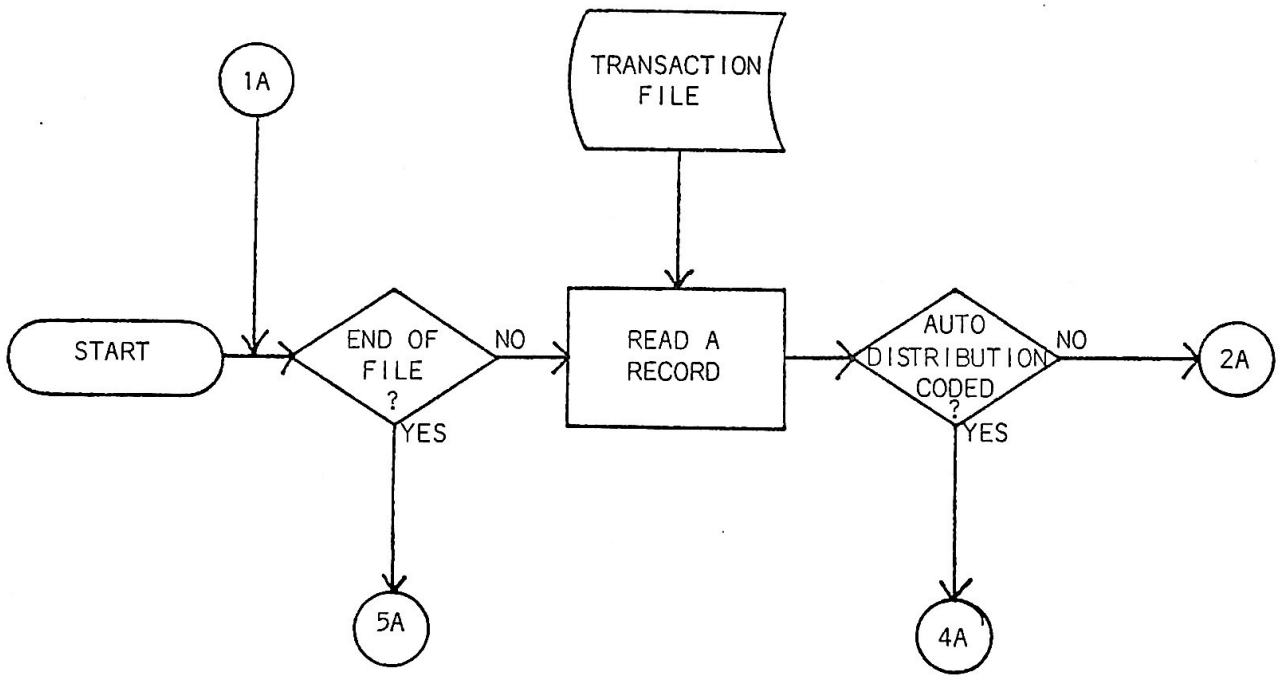
General Ledger Transaction Edit List/Register (GLJRNL)



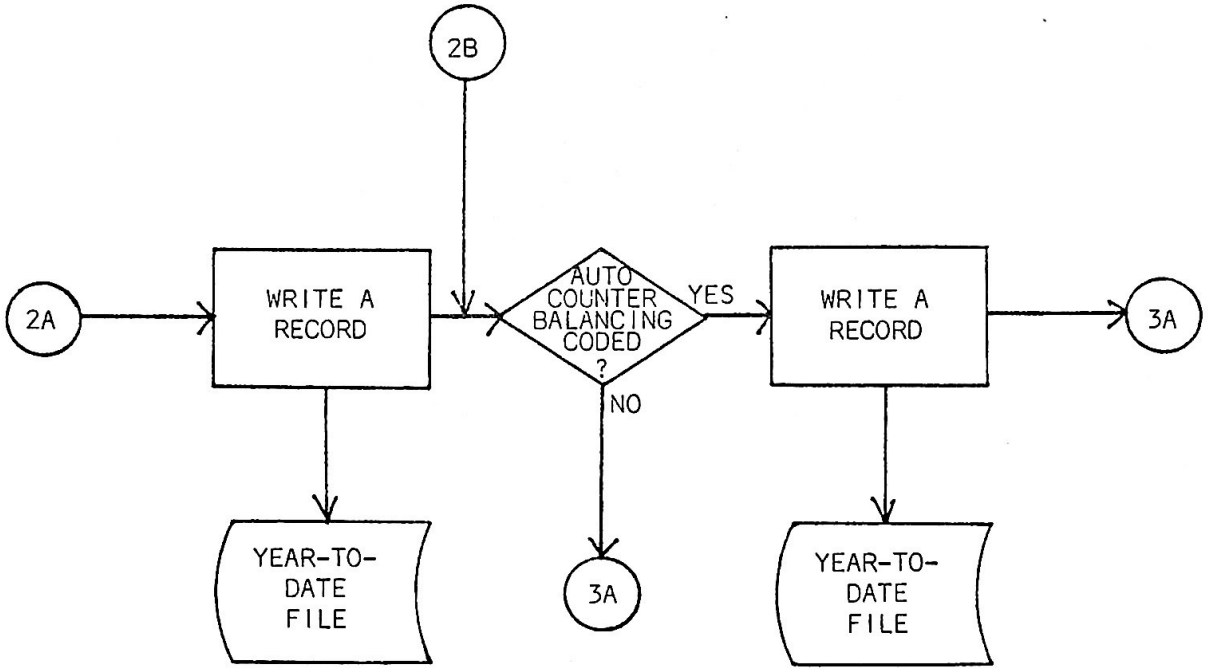
If the transaction is coded for automatic distribution, the distribution data is printed. The transaction is checked to see if it is coded for automatic counter balancing and, if it is, the counter balancing data is printed.



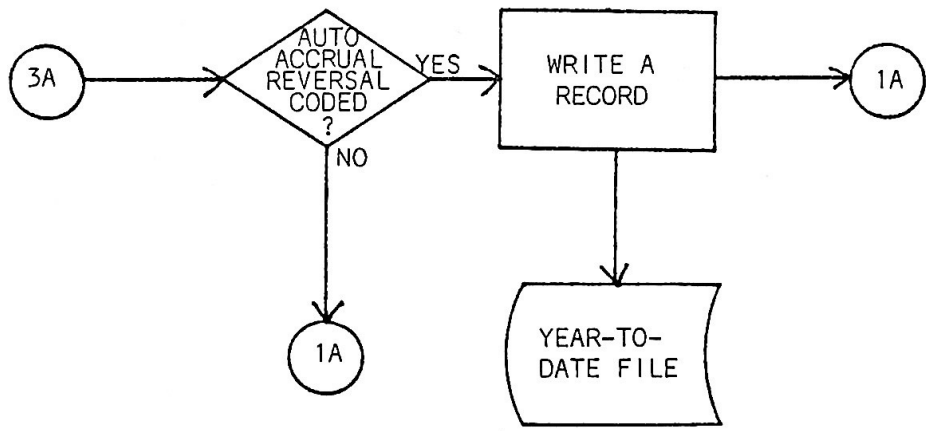
The transaction is checked to see if it is coded for automatic accrual reversal and, if it is, the accrual reversal data is printed.



A transaction is read and checked to see if automatic distribution is coded.



If a transaction was not coded for automatic distribution, a record is written into the Year-to-Date file (FDGL14). If automatic counter balancing was coded, a counter balancing record is written.

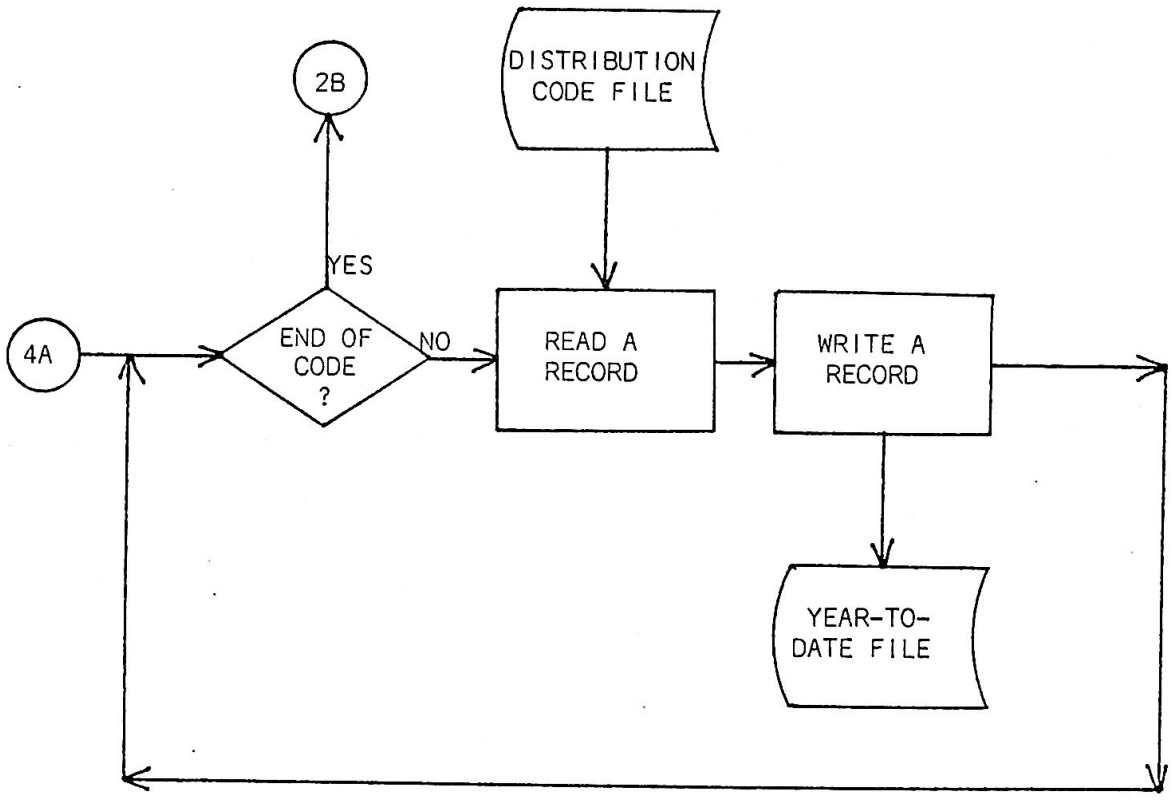


If automatic accrual reversal was coded, an accrual reversal record is written to the Year-to-Date file (FDGL14).

System Logic Flow

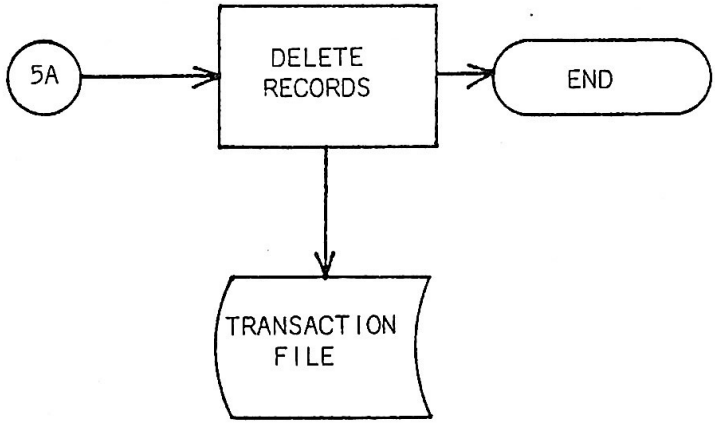
G/L

General Ledger Transaction Posting (GLPST)



If automatic distribution was coded, records are written to the Year-to-Date file (FDGL14) according to the distribution code.

General Ledger Trial Balance Input (TRLBAL)

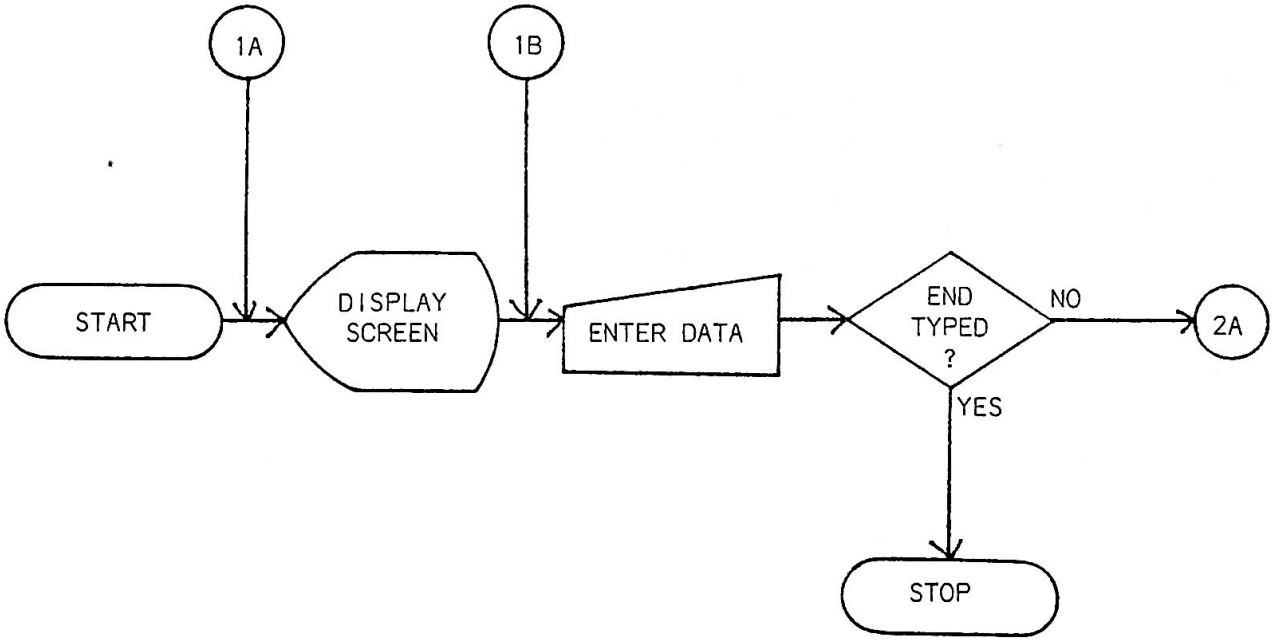


After transactions have been posted to the Year-to-Date file (FDGL14), they are deleted from the Transaction file (FDGL12).

System Logic Flow

G/L

General Ledger Trial Balance Input (TRLBAL)



This is the input program for the General Ledger Trial Balance (RPTGL7). It is entered by selecting #6 on the G/L main menu. It is automatically returned to after the Trial Balance (RPTGL7) has been printed out.

The full VDT displays. Data may be input.

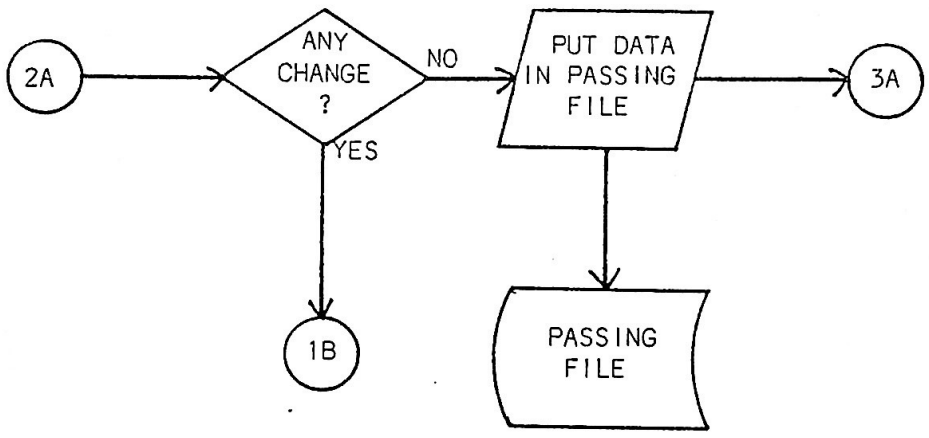
The program chains to TRBLPR.SV.

If "END" is typed in field #1, the program chains back to the General Ledger main menu.

System Logic Flow

G/L

General Ledger Trial Balance Input (TRLBAL)

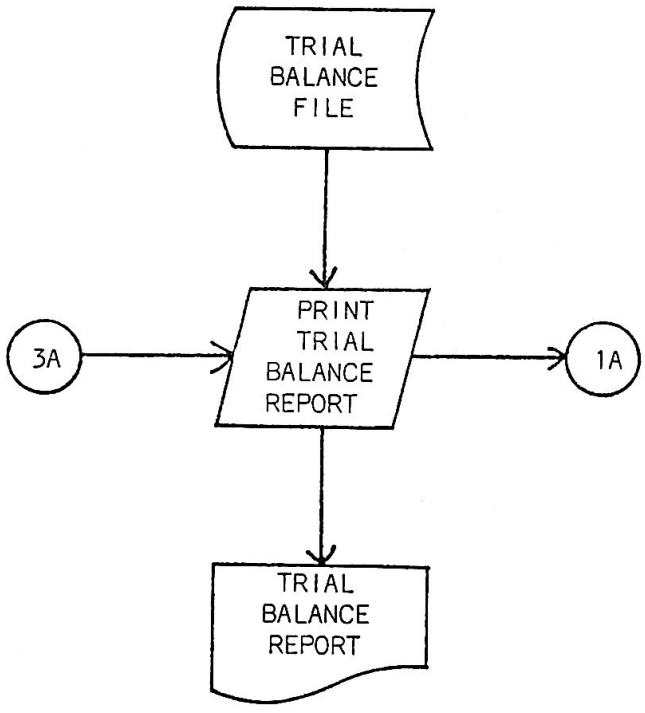


"ANY CHANGE ?" is displayed and any changes are made. Data is input to passing file and program chains to TRBLPR.SV.

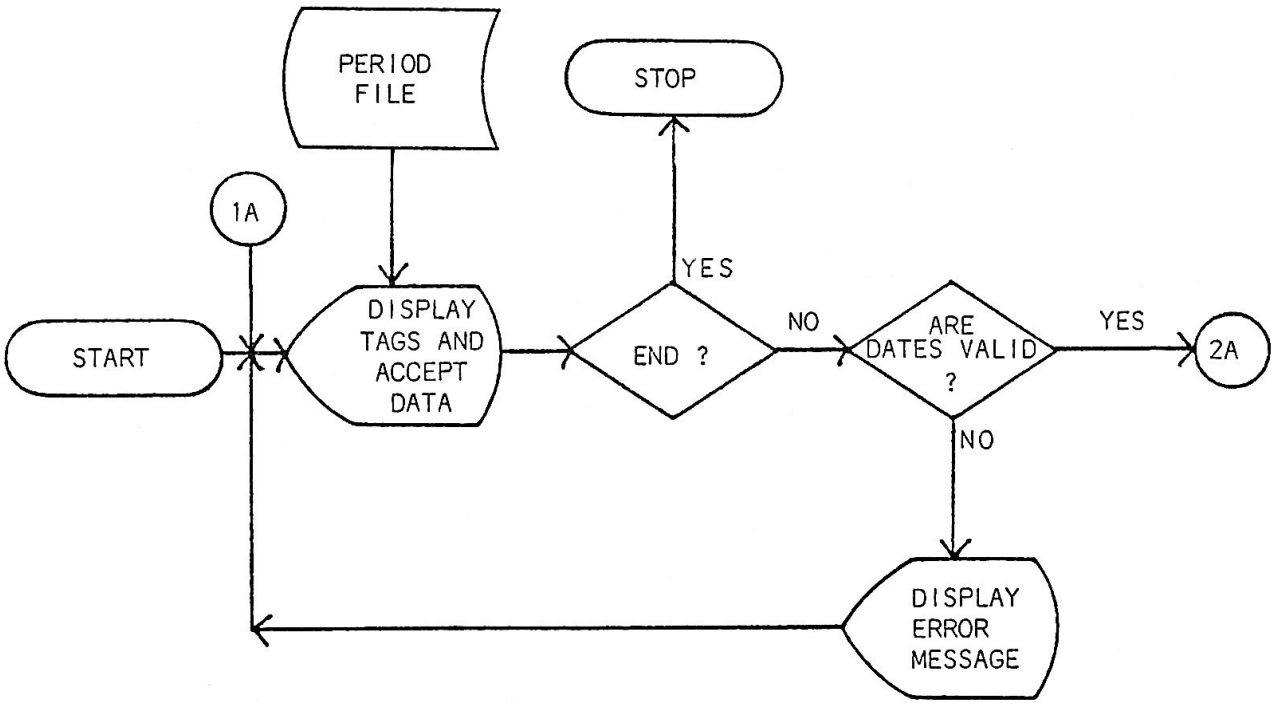
System Logic Flow

G/L

General Ledger Account Inquiry (GLINQR)

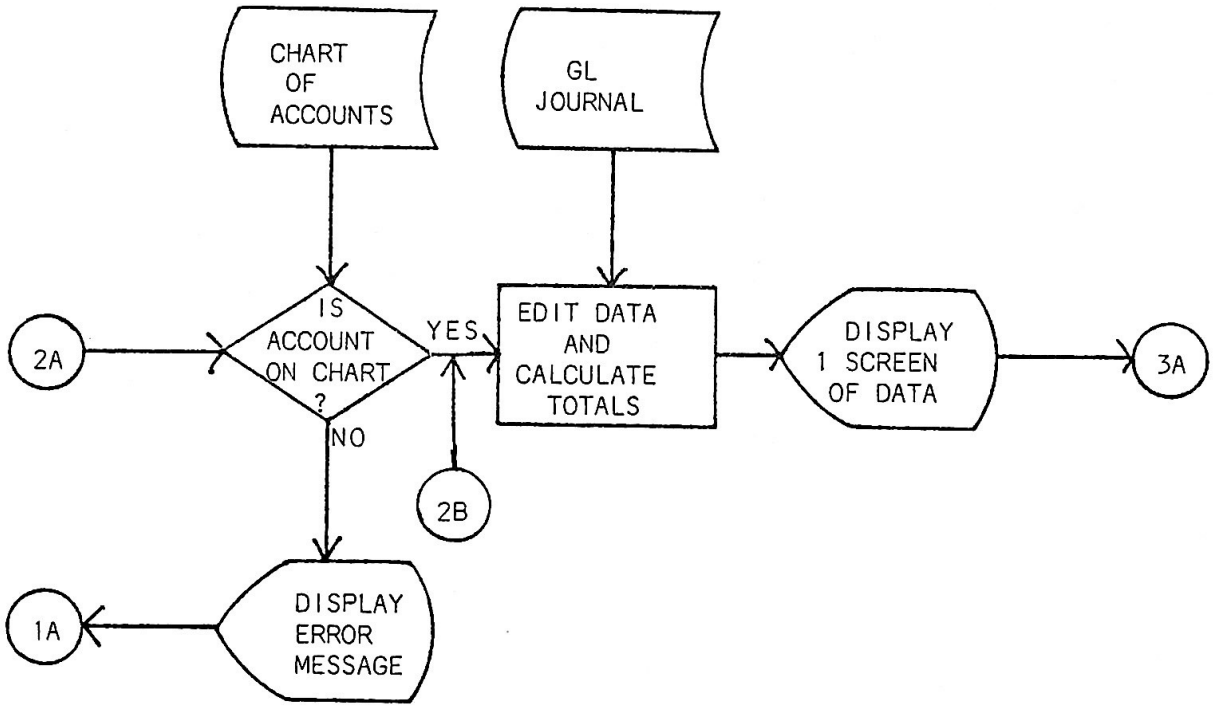


The Trial Balance report prints out (RPTGL7) and the program chains back to TRLBAL.SV.

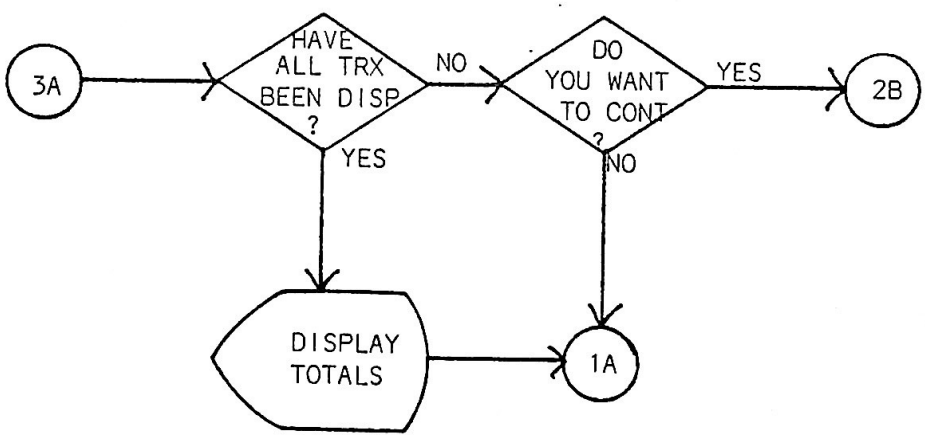


The beginning and ending dates and the Account Number are entered.

The dates are compared to verify that the beginning date is earlier than or the same as the ending date.



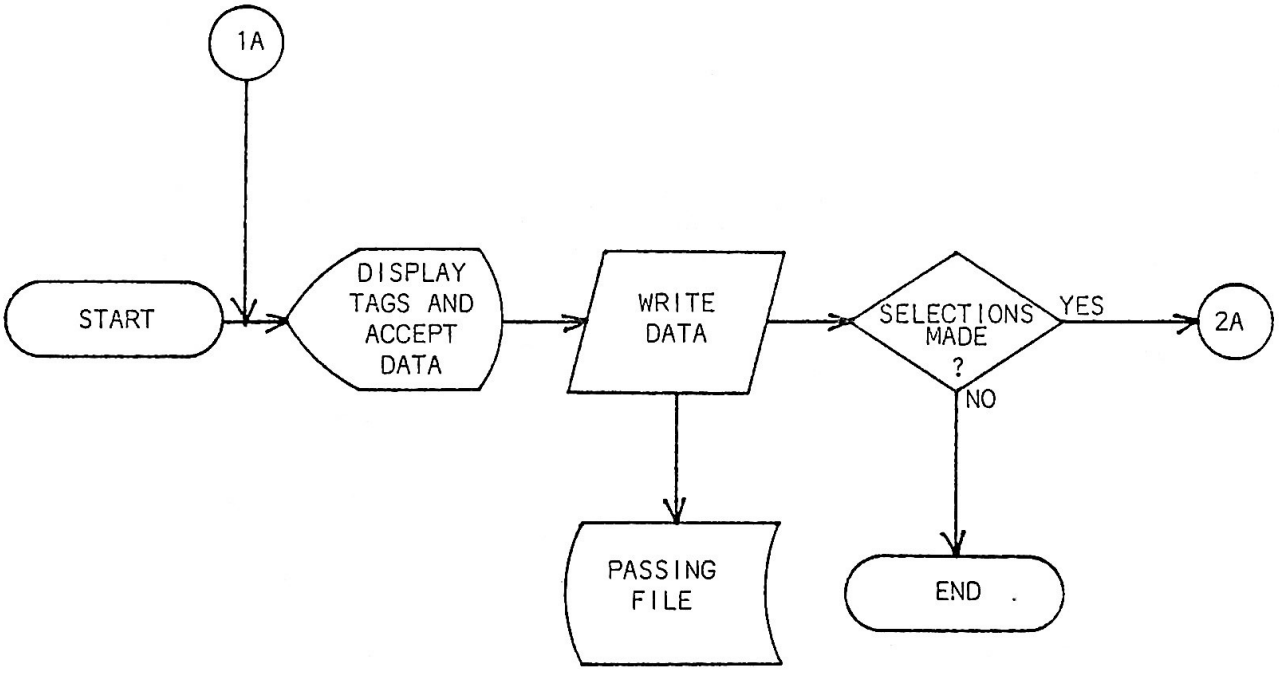
The Chart of Accounts is checked to verify that the input Account Number is in the file. Transactions are read from the GL Journal and a full screen of transactions is displayed.



If all the transactions for the specified period have been displayed, the totals are displayed. Otherwise, either more transactions are displayed or the display loop is ended and the first screen is displayed.

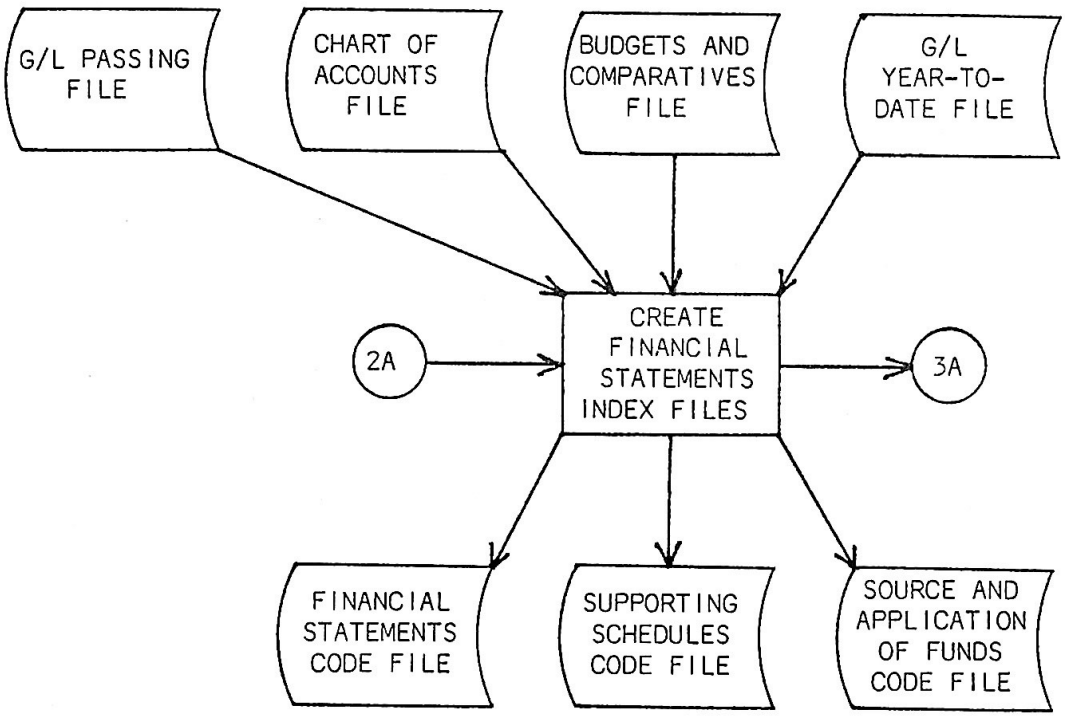
NOTE: The "MESAGE" subroutine has been changed so that the display loop can be aborted.

Financial Statements Selection Screen (SELFIN)



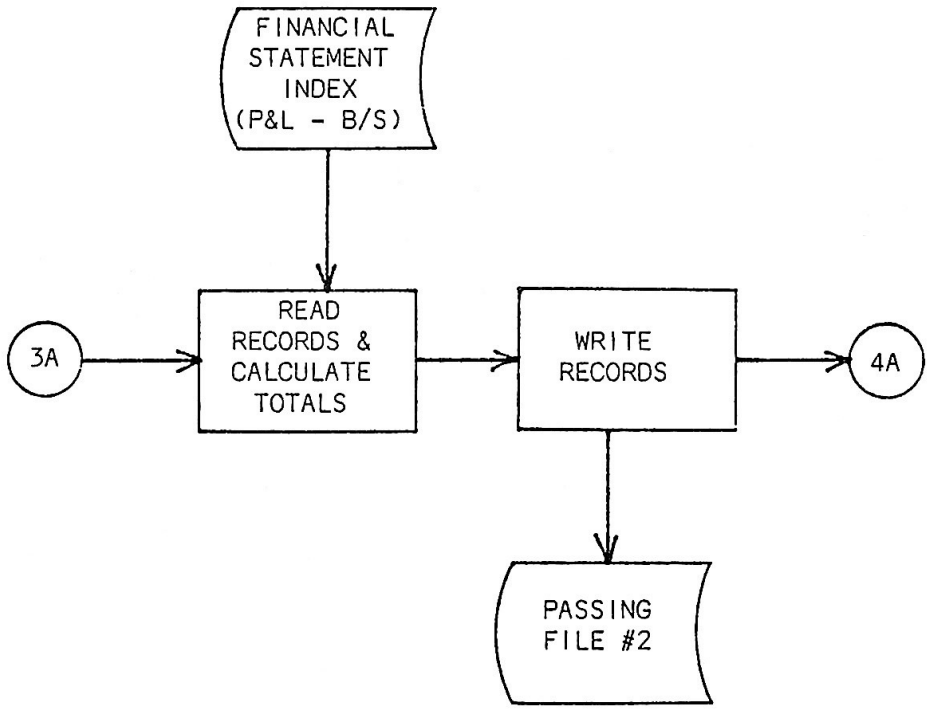
Specifications and selections are written into a passing file.
If no selections were made, the application is ended.

Financial Statements Selection Screen (SELFIN)



This program runs automatically after the Select Financial Statements (SELFIN.SV) has been run. Upon completion, it chains to the Calculate Ratios (CALRAT.SV) program.

Financial Statements Selection Screen (SELFIN)

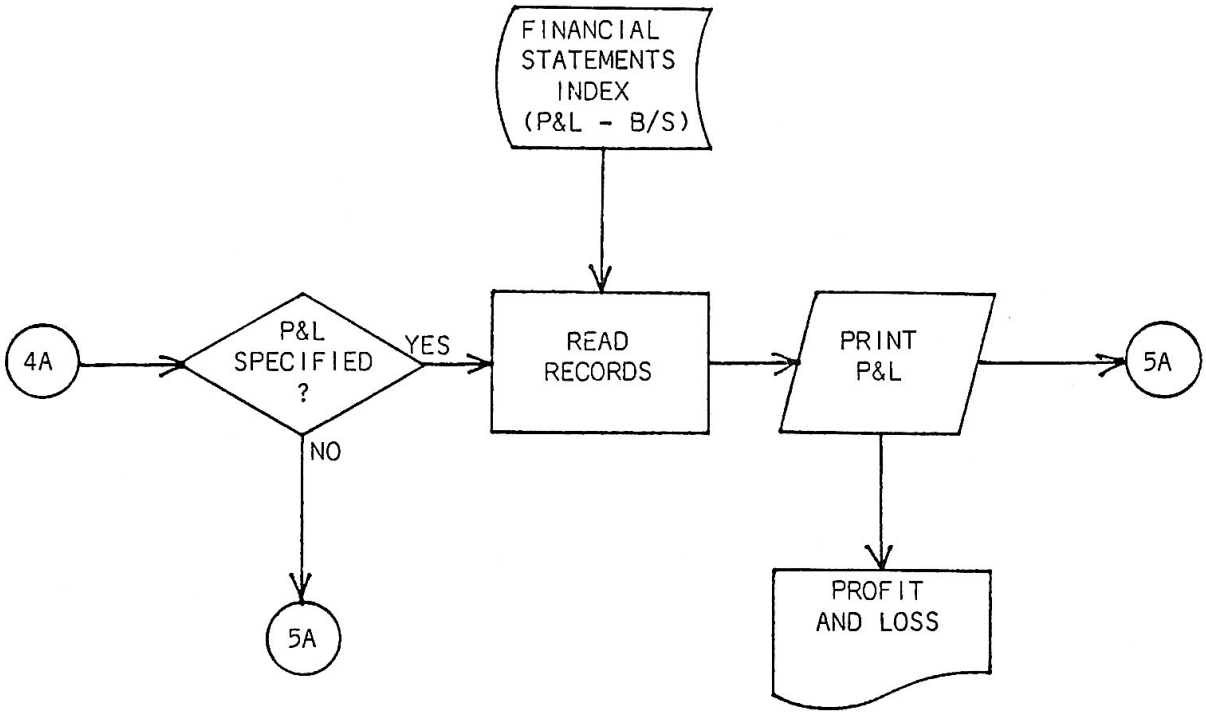


The records are read and twelve totals are calculated. These twelve totals are put into two records and written into a passing file.

System Logic Flow

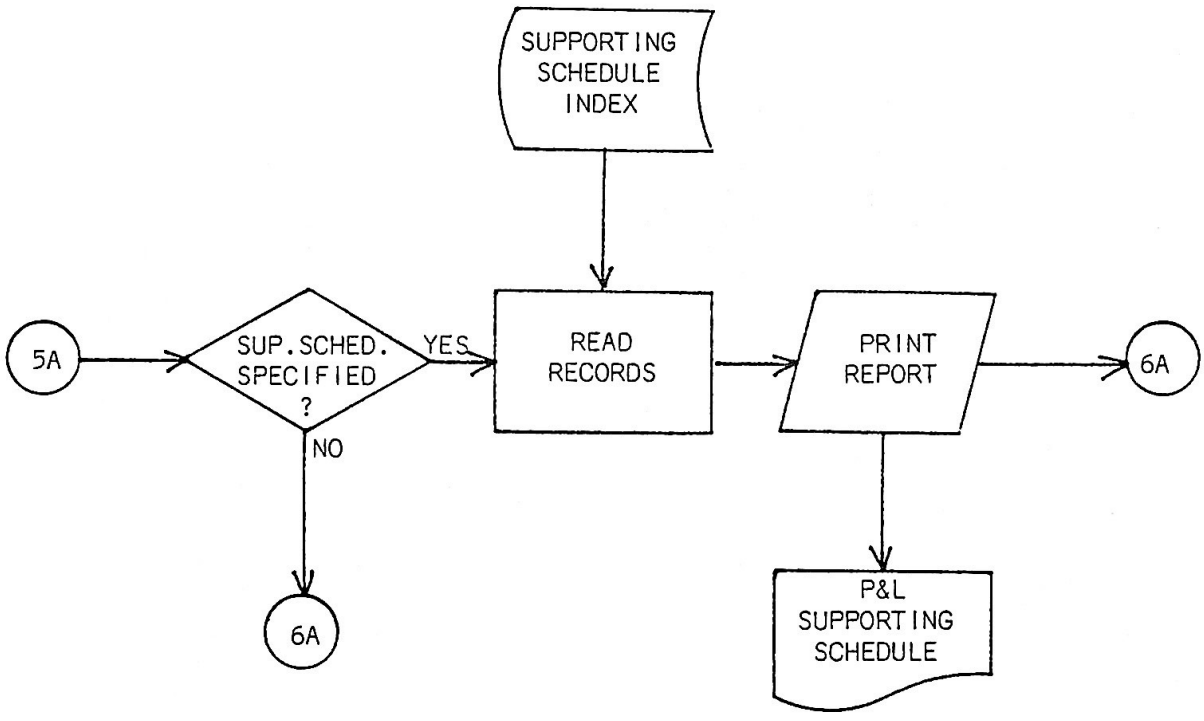
G/L

Financial Statements Selection Screen (SELFIN)



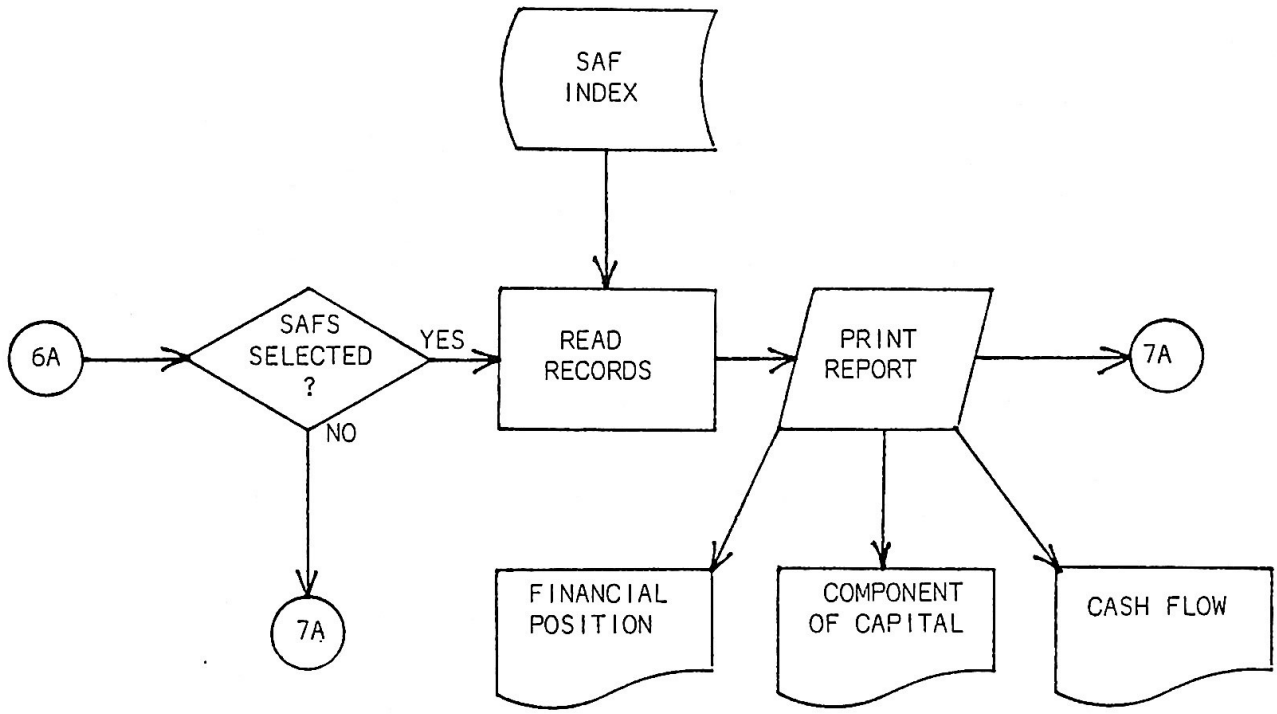
If one or more copies of Profit and Loss were specified as a selection, then they are printed.

Financial Statements Selection Screen (SELFIN)



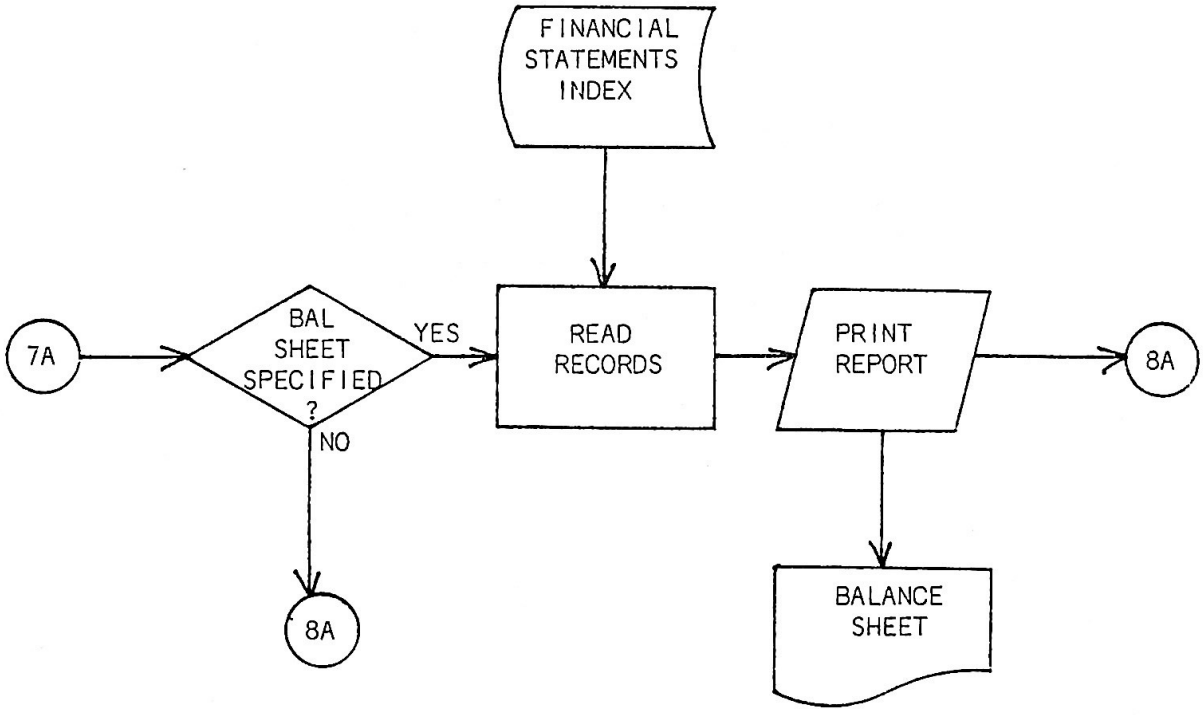
If one or more copies of the supporting schedules were selected, they are printed for the Profit & Loss Supporting Schedule.

Financial Statements Selection Screen (SELFIN)



If one or more copies of Source and Application of Funds were selected, they are printed.

Financial Statements Selection Screen (SELFIN)

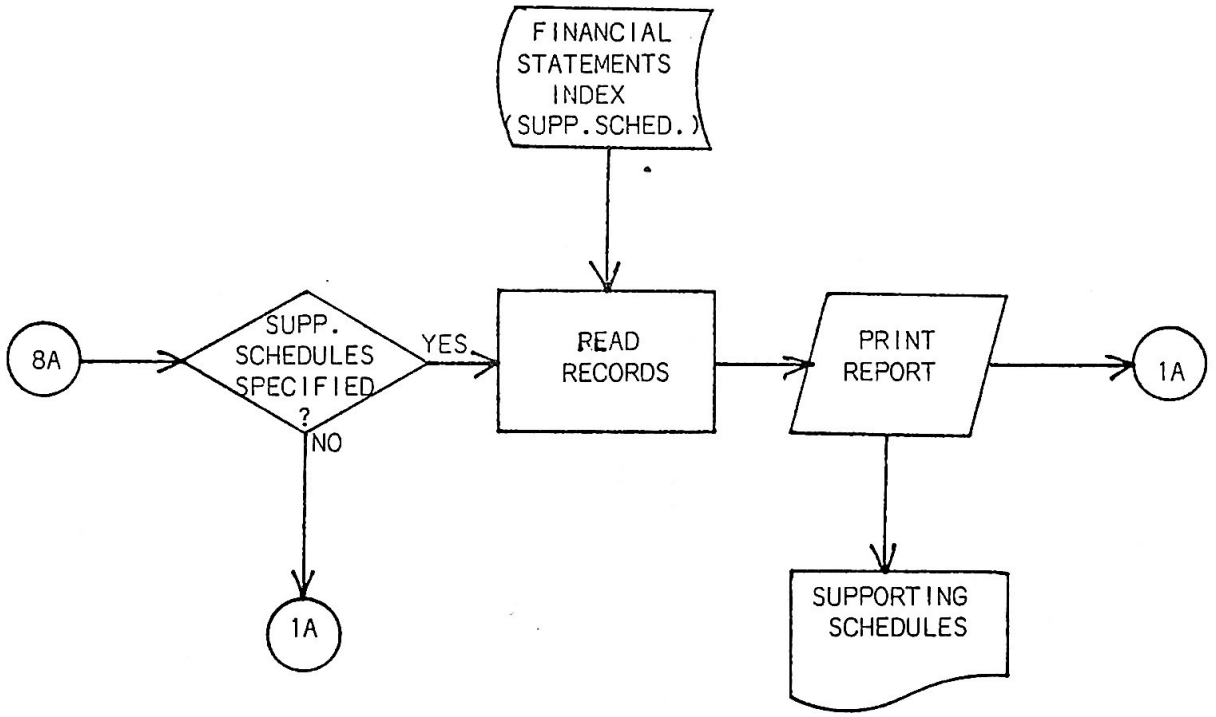


If one or more copies of the Balance Sheet were specified in a selection, the Balance Sheet is printed the number of times specified.

System Logic Flow

G/L

Financial Statements Selection Screen (SELFIN)



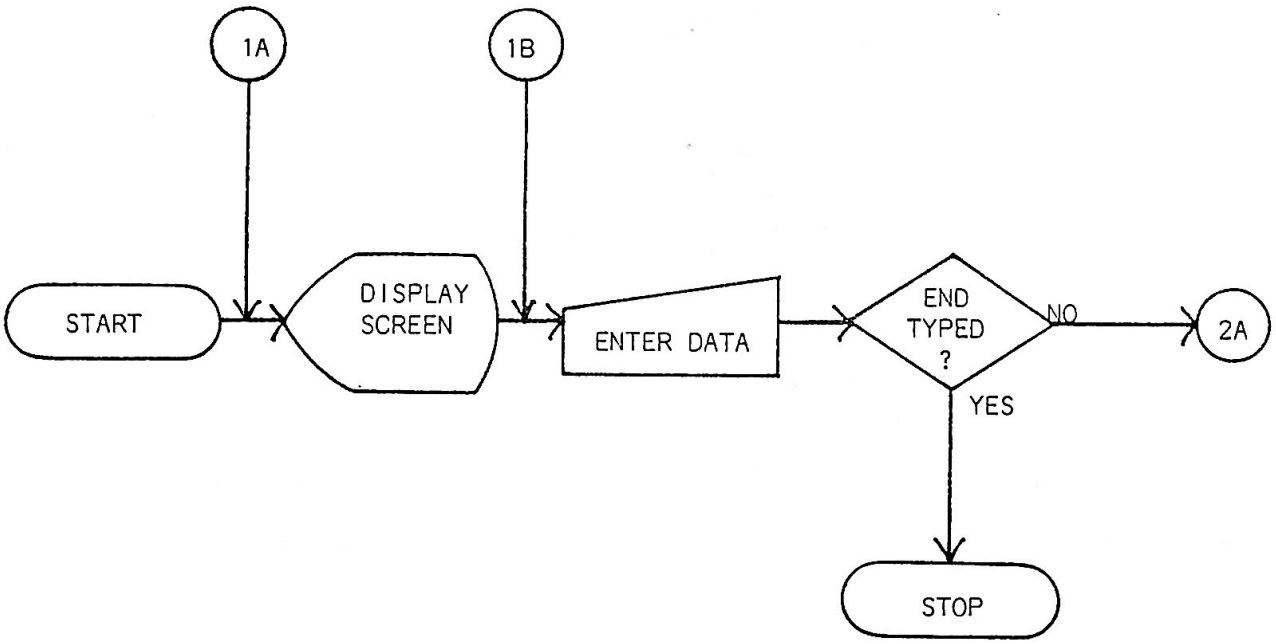
If one or more copies of the Supporting Schedules were specified in a selection, the Supporting Schedules in the Balance Sheet format are printed the number of times specified.

System Logic Flow

G/L

Financial Statements Format (FORMAT)

INPUT:

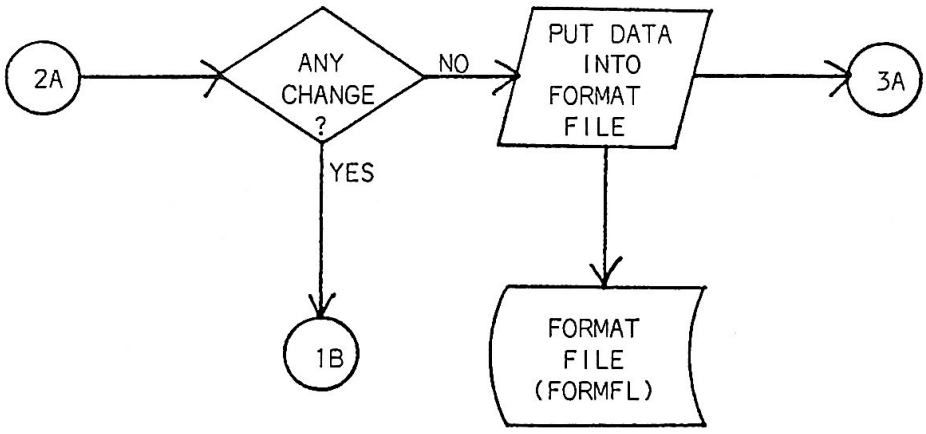


This is the input program for Print Financial Statements Format. It is run by selecting #5 on the Chart of Accounts Maintenance menu. It is automatically returned to after the Financial Statements Format Report (RPTGL8) has been printed.

The full VDT displays. Data may be input. Program chains to FORMT2.

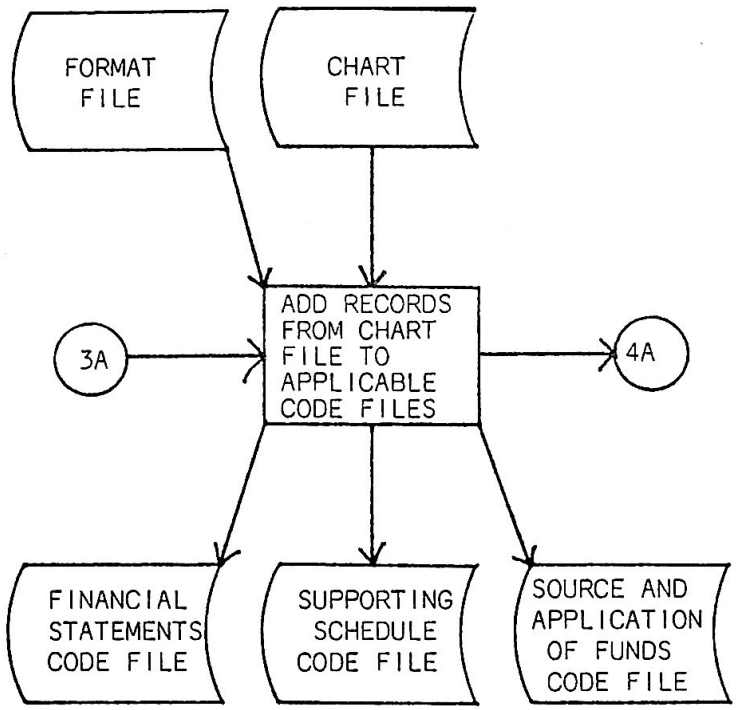
If "end" is typed in field #1, program chains back to Chart of Account Maintenance menu.

INPUT:



Data is placed in a passing file before program chains to FORMT2.

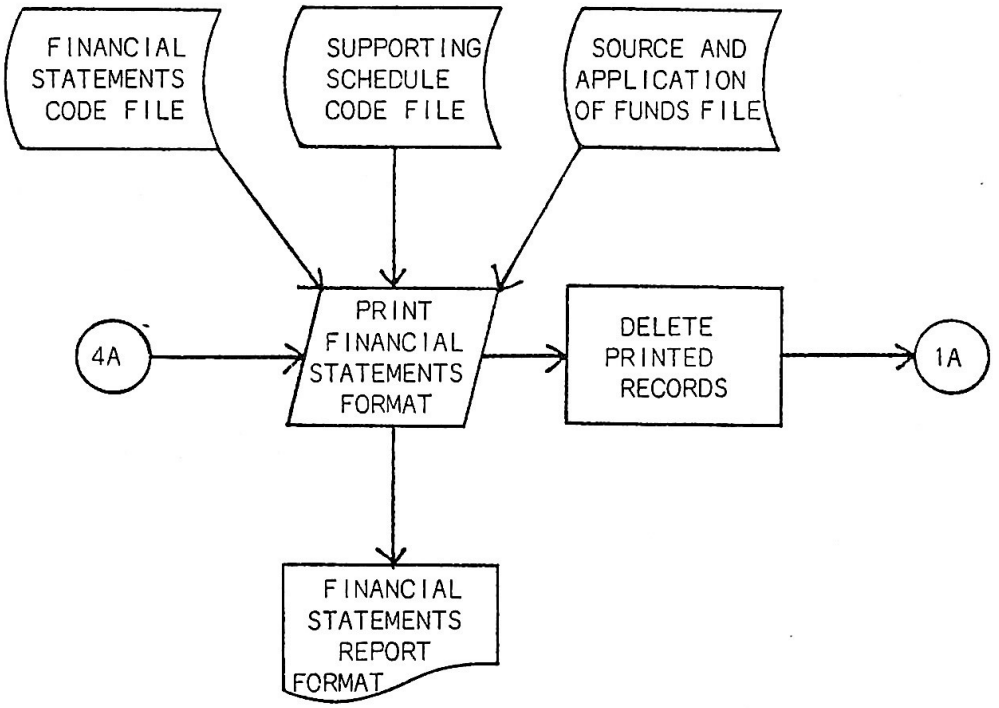
PRINT-OUT:



This first part of FORMT2 creates the Code Files (FDGL16).

Financial Statements Format (FORMAT)

PRINT-OUT:

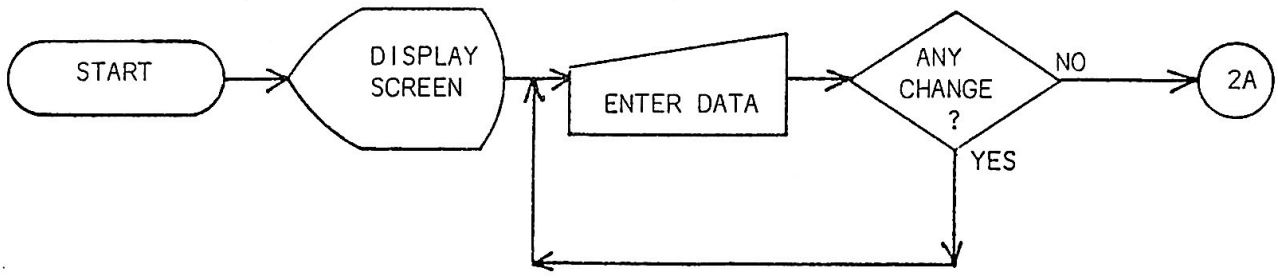


The Financial Statements Formats (RPTGL8) are automatically printed out and the program chains back to FORMAT, the input program for Financial Statements Formats.

System Logic Flow

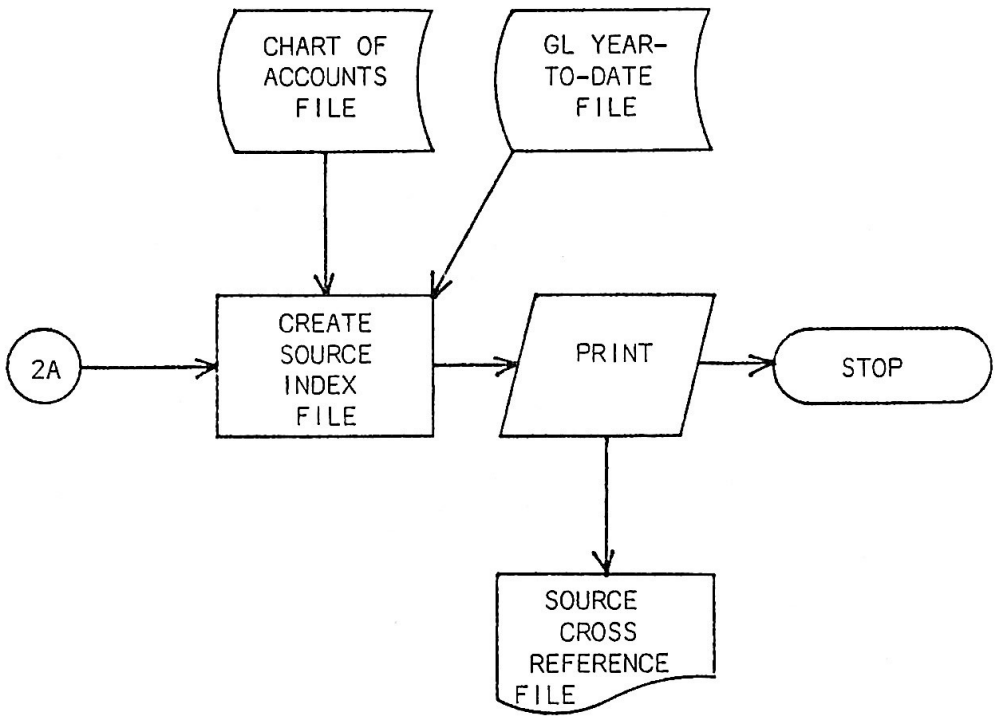
G/L

Source Cross Reference (SOURCX)



Starting and Ending Dates are entered. "ANY CHANGE" is displayed and any changes are made.

Source Cross Reference (SOURCX)

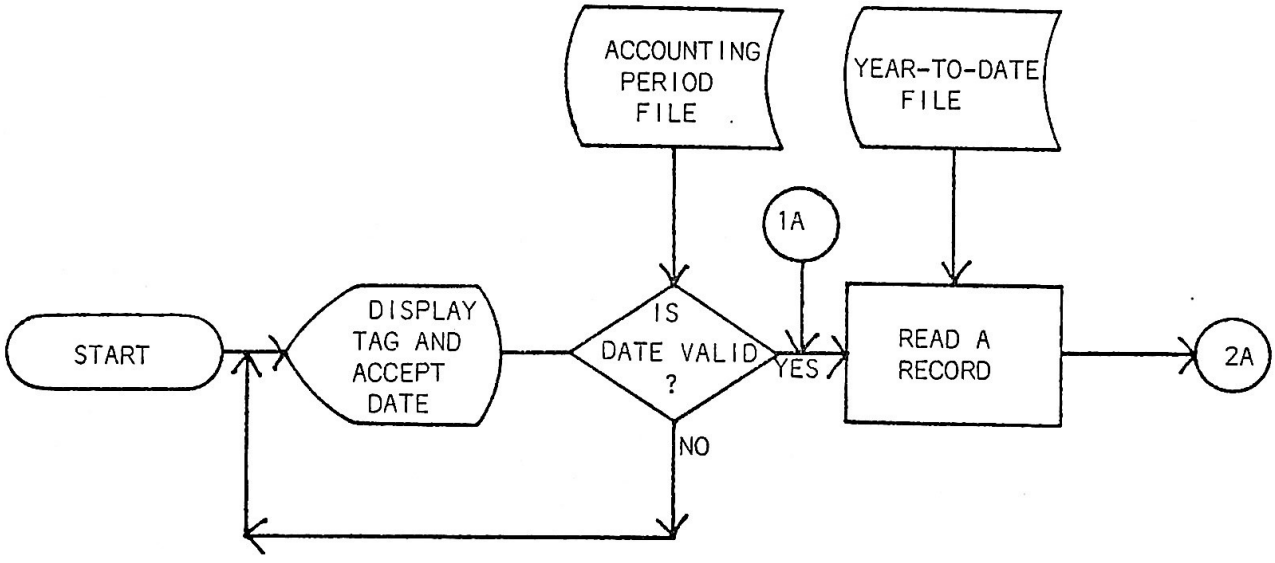


The Source Index File (SOURCE) is created. The Source Cross Reference Report is then printed out.

System Logic Flow

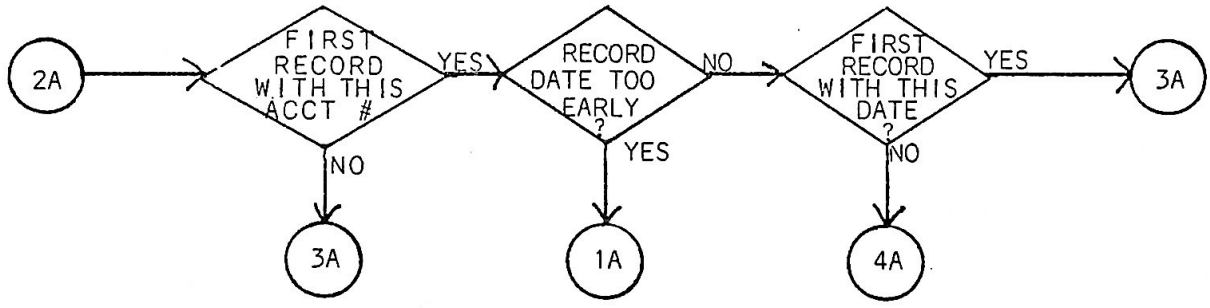
G/L

General Ledger YTD File Compress (CMPRSS)

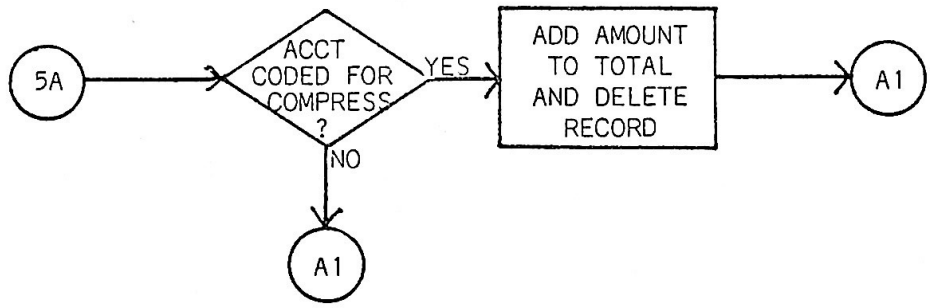


The tag is displayed and the Cutoff Period End Date is accepted and checked for validity.

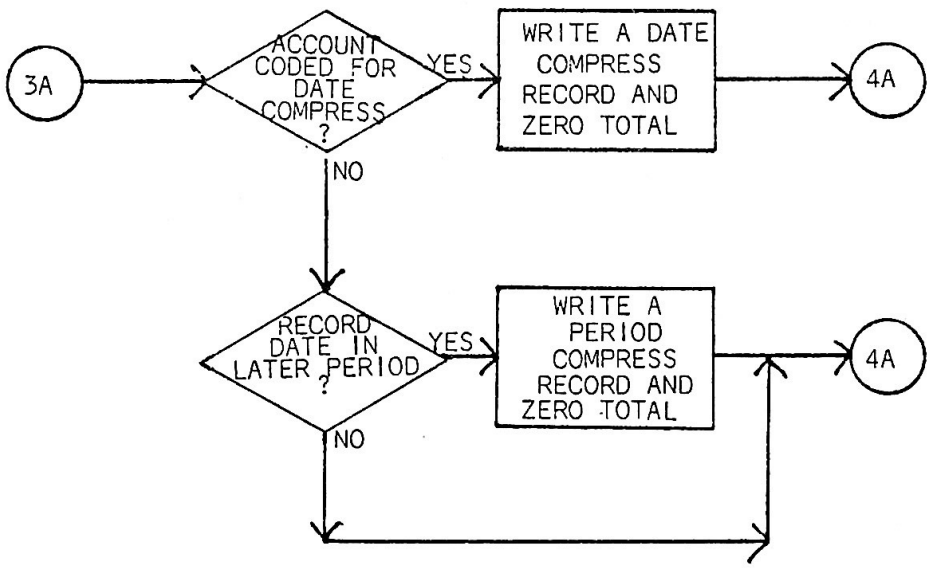
A Year-to-Date Record is read.



The Account Number and Date are checked.



If an Account is coded for Compress, the total amount is added to a total and the record is deleted.

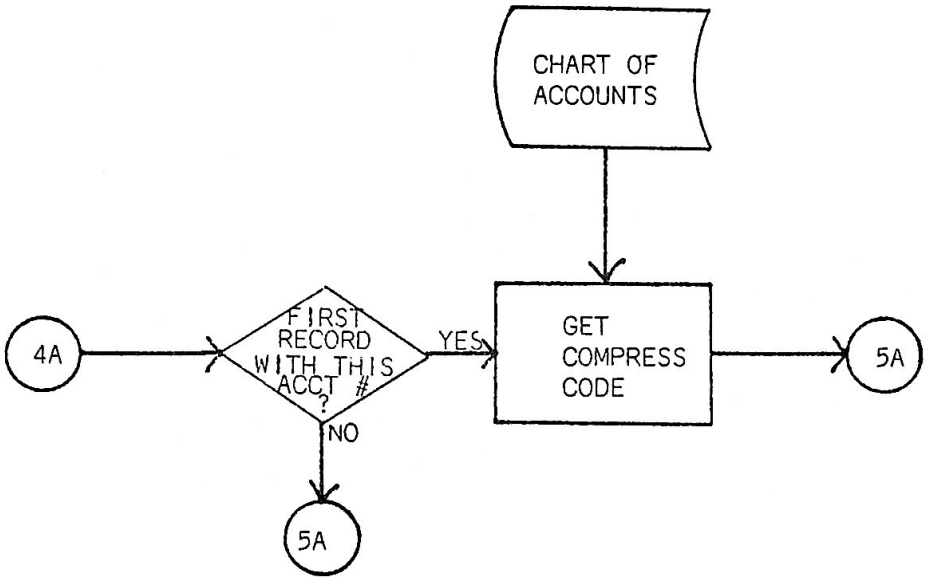


According to the Compress Code in the Chart of Accounts record, compressed records are written back into the Year-to-Date File (FDGL14).

System Logic Flow

G/L

General Ledger YTD File Compress (CMPRSS)



Each time a different Account Number is read, the Compress Code is read from the Chart of Accounts record.

System Logic Flow

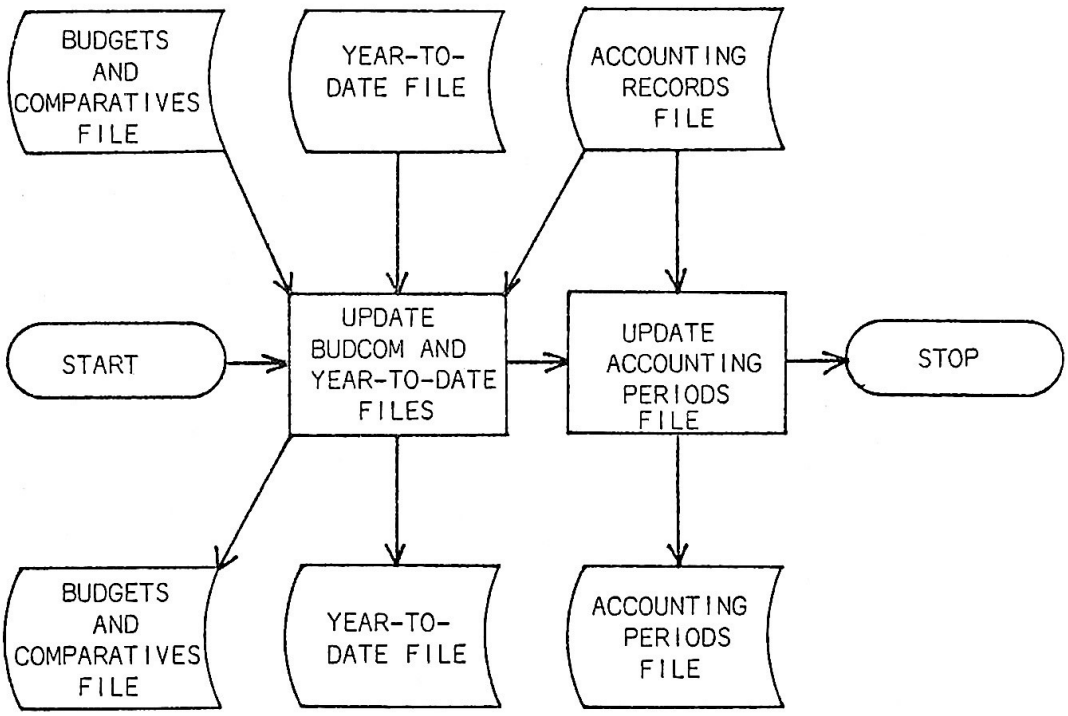
D-Basic

Release: 001

Date: 07/31/79

G/L

Year End Procedure (YREND)

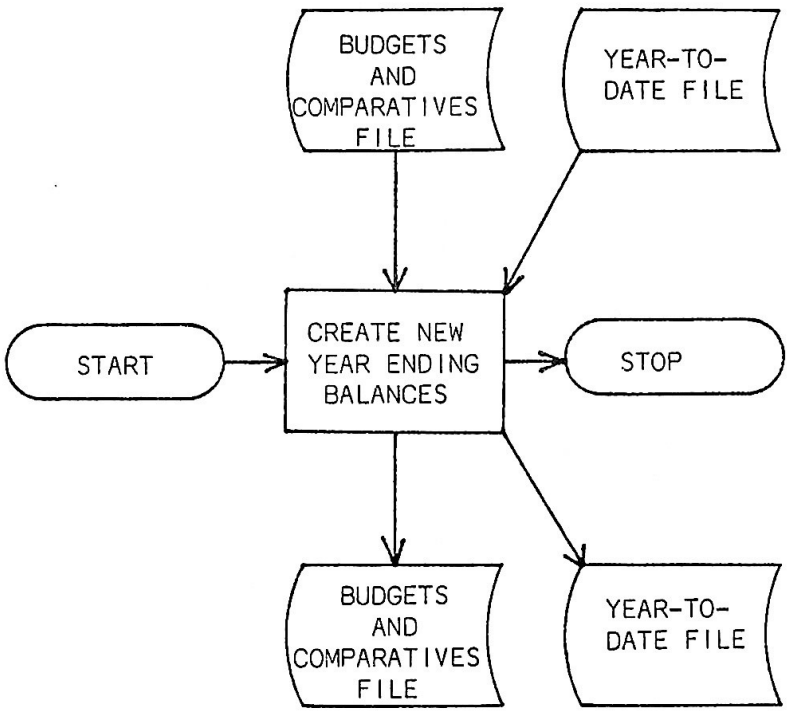


Program runs automatically, first updating the BUDCOM (FDGL5) and Year-to-Date (FDGL14) files, then updating the Accounting Periods file by increasing each period by one year. Program then chains to the Set-Up Procedure.

System Logic Flow

G/L

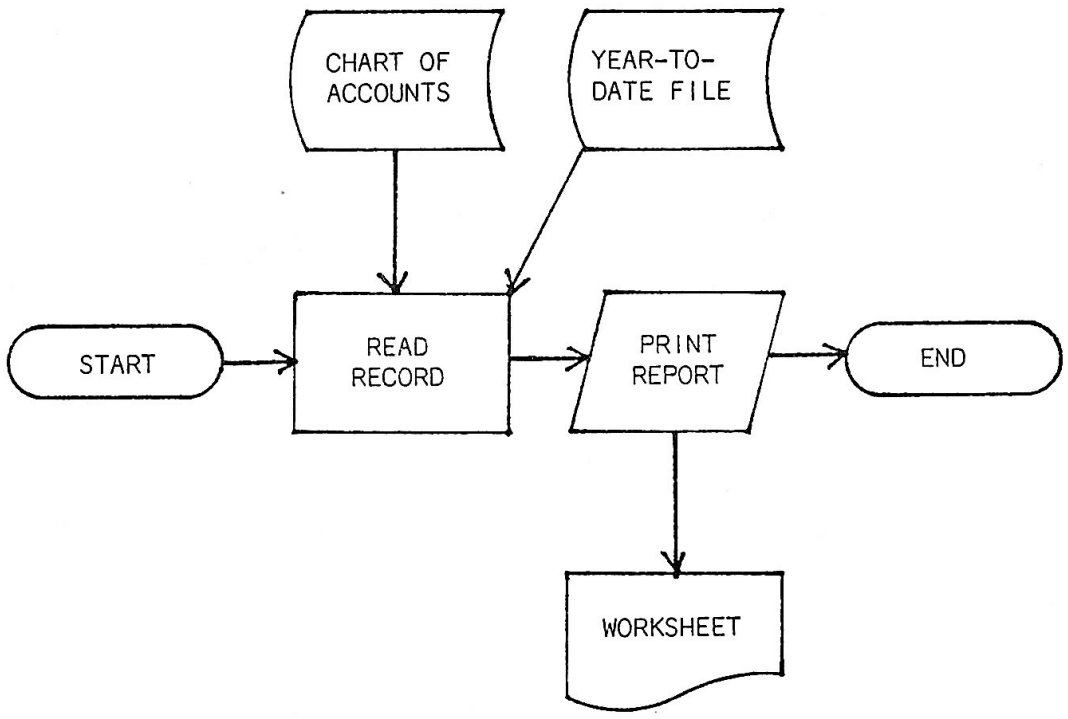
Set Up Procedure (SETUP)



This program runs automatically.

First, any transactions dated before the end of the last accounting period are deleted. Balance Sheet accounts have their last period comparative posted to the Year-to-Date file (FDGL14) as Balance Brought Forward. This would be the prior year ending balance figure.

General Ledger Worksheet (GLWORK, GLWRK2)



The data is entered from the Chart of Accounts file (FDGL4) and the G/L Year-to-Date file (FDGL14), and the General Ledger Worksheet is printed.

SECTION 5
SYMBOL TABLES

SECTION V

SYMBOL TABLES

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SYMBOL TABLE

D-BASIC
Release: 001
Date: 07/31/79

G / L

GLMENU
Page 1 of 1

Symbol	Size (bytes)	Description/Use
B$	35	Variable containing blanks.
E2	FP	End flag.
I	FP	Index in FOR next loop.
I1	FP	See "POSIT".
I2	FP	See "POSIT".
I3	FP	See "INPUT".
I4	FP	See "INPUT".
I5	FP	See "POSIT".
I5$	5	See "INPUT".
I6$	36	See "INPUT".
I7	FP	See "INPUT".
I7$	FP	See "MESAGE".
I8$	35	See "INPUT".
I9$	38	See "INPUT".
K	FP	Used as index in FOR loops.
L	FP	See "INPUT".
M	FP	See "INPUT".
M1$	30	See "MESAGE".
M2$	11	See "MESAGE".
N	FP	See "PDISP".
N$	90	String variable holding all programs that can be chained to.
N1$	6	Program to chain to.
O%	FP	See "ISAM".
R9$	1	See "INPUT".
T9$	40	String variable used in loop.
W1	FP	See "WAIT".
W2$	36	See "MESAGE".
W3$	10	See "MESAGE".
Z7	FP	See "MESAGE".
Z8	FP	See "MESAGE".
Z9	FP	See "DISPLY".

Symbol	Size (bytes)	Description/Use
A1	FP	See "ANYCHG".
A2	FP	See "ANYCHG".
A3	FP	Work variable.
B$	70	Variable containing blanks.
C1%	FP	Logical file number for "GLTEXT".
D6	FP	See "INPUT".
E1	FP	End flag.
E2	FP	Error flag.
F	FP	Work variable.
F1$	6	Contains file name "GLTEXT".
I	FP	Index in FOR next loop.
I1	FP	See "POSIT".
I2	FP	See "POSIT".
I3	FP	See "INPUT".
I4	FP	See "INPUT".
I5	FP	See "POSIT".
I5$	5	See "INPUT".
I6$	70	See "INPUT".
I7	FP	See "INPUT".
I7$	1	See "MESAGE".
I8$	70	See "INPUT".
I9$	70	See "INPUT".
J	FP	Index in FOR loop.
K	FP	Index in FOR loop.
K$	10	Key for "GLTEXT".
K1$	10	Save key.
L	FP	Length of fields.
L1%	FP	See "ISAM".
L2%	FP	See "ISAM".
M	FP	Negative flag.
M$	70	Contains text record.
M%	FP	See "ISAM".

Symbol	Size (bytes)	Description/Use
M1	FP	Selection from menu.
M1$	30	See "MESAGE".
M2$	11	See "MESAGE".
M3$	25	Work area.
M4$	23	Work area.
M5$	21	Title at top of screen.
M9$	1570	Contains text records.
N	FP	See "PDISP".
N1	FP	Work variable.
N1$	10	Program to chain to.
N2	FP	Work variable.
O%	FP	See "ISAM".
R9$	1	See "INPUT".
S1	FP	Number of 1st screen item.
S2	FP	Number of last screen item.
S2$	50	See "STENO".
S4	FP	Work variable.
T9$	22	Holds screen tags.
W1	FP	See "WAIT".
W2$	36	See "MESAGE".
W3$	10	See "MESAGE".
Z7	FP	See "MESAGE".
Z8	FP	See "MESAGE".
Z9	FP	See "DISPLY".

Symbol	Size (bytes)	Description/Use
A1	FP	See "ANYCHG".
A2	FP	See "ANYCHG".
B$	35	Variable containing blanks.
C%	FP	Logical file number for "GLTEXT".
D$	35	See "DISPLY".
D1	FP	Number of items on first line.
D2	FP	Number of items including line number on all other lines.
D6	FP	Position on physical record in "GLTEXT" of first character of field.
E2	FP	End of text indicator.
F$	6	Name of data file "GLTEXT".
H1$	132	See "PRINT".
H2$	132	See "PRINT".
H3$	1	See "PRINT".
I	FP	Index in FOR next loop.
I1	FP	See "POSIT".
I2	FP	See "POSIT".
I3	FP	Length of field.
I4	FP	See "INPUT".
I5	FP	See "POSIT".
I5$	30	See "INPUT".
I6$	36	See "INPUT".
I7	FP	See "INPUT".
I7$	1	See "MESAGE".
I8$	35	See "INPUT".
I9$	35	See "INPUT".
J	FP	See "PRINT".
K$	10	Key for "GLTEXT".
K1$	30	Name - "TEXT NUMBER" of printout item.
L	FP	See "INPUT".
L1%	FP	See "ISAM".

Symbol	Size (bytes)	Description/Use
L1$	87	See "PRINT".
L2%	FP	See "ISAM".
L2$	78	See "PRINT".
L3$	1	See "PRINT".
L4$	1	See "PRINT".
L5$	1	See "PRINT".
L6	FP	See "PRINT".
L7	FP	See "PRINT".
L8	FP	See "PRINT".
L9	FP	See "PRINT".
M	FP	See "INPUT".
M%	FP	See "ISAM".
M$	70	Storage area for one physical record of "GLTEXT".
M1$	30	See "MESAGE".
M2$	11	See "MESAGE".
N	FP	See "PDISP".
N1$	6	Program chained to when finished.
O%	FP	See "ISAM".
P1	FP	See "PRINT".
P1$	132	See "PRINT".
P2	FP	See "PRINT".
P2$	132	See "PRINT".
P3	FP	Total number of print-out items.
P3$	37	See "PRINT".
P4	FP	See "PRINT".
P5	FP	See "PDISP".
P6	FP	See "PDISP".
P9$	132	Strorage area for line of print.
R	FP	Flag indicating first record in selected range wasn't found.
R9$	132	See "INPUT".
S1	FP	See "STENO".

Symbol	Size (bytes)	Description/Use
S2$	5	Starting number.
S3$	5	Ending number.
W1	FP	See "WAIT".
W2$	36	See "MESAGE".
W3$	10	See "MESAGE".
X$	10	Work variable.
Z	FP	Total number of texts on a page.
Z1%	FP	See "PRINT".
Z7	FP	See "MESAGE".
Z8	FP	See "MESAGE".

Symbol	Size (bytes)	Description/Use
A1	FP	See "ANYCHG".
A2	FP	See "ANYCHG".
A5	FP	Flag to indicate whether any changes were made. A5 = 0 indicates "NO". A5 - 1 indicates "YES".
A6	FP	Flag set to 1 when the key has only the profit center entered in it and the key is being changed.
B$	35	Variable containing blanks.
B1$	271	Budgets-and-Comparatives file record.
B9$	139	Work variable.
C$	94	Chart-of-Accounts file record.
C%	FP	Logical file number for "CHART".
C1%	FP	Logical file number for "BUDCOM".
C1$	94	Chart-of-Accounts file record used to get description of the counter balance account.
C9$	94	String variable used to temporarily hold the Chart-of-Accounts file record.
D6	FP	Starting byte position of field in Chart-of-Accounts record.
E1	FP	End program flag.
E2	FP	End flag.
F$	5	File name for "CHART".
F1$	6	File name for "BUDCOM".
I	FP	Index in FOR next loop.
I1	FP	See "POSIT".
I2	FP	See "POSIT".
I3	FP	See "INPUT".
I4	FP	See "INPUT".
I5	FP	See "POSIT".
I5$	5	See "INPUT".
I6$	36	See "INPUT".
I7	FP	See "INPUT".
I7$	1	See "MESAGE".
I8$	35	See "INPUT".

Symbol	Size (bytes)	Description/Use
I9$	35	Work variable. See "INPUT".
J1	FP	Index in FOR loops.
K	FP	Index in FOR loops.
K$	7	Chart-of-Accounts file key.
K1$	8	Budgets-and-Comparatives file key.
K2$	7	Chart-of-Accounts file key for second Chart-of-Accounts file key.
K3$	7	String variable to hold "ACCOUNTS".
L	FP	See "INPUT".
L1%	FP	See "ISAM".
L2%	FP	See "ISAM".
M	FP	See "INPUT".
M%	FP	See "ISAM".
M$	38	String variable used to write chart of accounts file key and description into the "GLPAS2" file when chaining from "CHTMNT" to "CHTMN2".
M1	FP	See "MMENU".
M1$	30	See "MESAGE".
M2$	11	See "MESAGE".
M3$	25	See "MMENU".
M4$	23	See "MMENU".
M5$	30	See "MMENU".
M9$	1	Work variable.
N	FP	See "PDISP".
N1	FP	Number of tags on screen.
N1$	6	Program to chain to.
O%	FP	See "ISAM".
P	FP	Flag to indicate Fatal Error Routine is active.
P1	FP	See "PRINT".
R$	44	String variable to hold all possible selections for a submenu.
R1$	44	Work variable.
R2$	44	Work variable.

Symbol	Size (bytes)	Description/Use
R7	FP	Work variable.
R8	FP	Work variable.
R9	FP	Work variable.
R9$	1	See "INPUT".
S1	FP	Index for data input loop.
S2$	50	See "MMENU".
S6	FP	Flag to indicate whether a submenu was displayed. S6 = 0 indicates "NO". S6 = 1 indicates "YES".
S6$	68	String variable used to hold submenus.
T9$	16	String variable used to hold tags displayed on screen.
V	FP	Flag to indicate whether or not to chain to 2nd screen. V = 0 indicates not to. V = 1 indicates to chain.
V1	FP	Flag to indicate whether a corresponding record in "BUDCOM" exists. V1 = 0 indicates "NO". V1 = 1 indicates "YES".
W1	FP	See "WAIT".
W2$	36	See "MESAGE".
W3$	10	See "MESAGE".
Z7	FP	See "MESAGE".
Z8	FP	See "MESAGE".
Z9	FP	See "DISPLY".

Symbol	Size (bytes)	Description/Use
A1	FP	See "ANYCHG".
A2	FP	See "ANYCHG".
A5	FP	Flag to indicate whether any changes were made. A5 = 0 indicates "NO". A5 = 1 indicates "YES".
B$	35	Variable containing blanks.
B1$	271	Budgets-and-Comparatives file record.
B9$	139	Work variable.
C1%	FP	Logical file number for "BUDCOM".
D6	FP	Starting byte position of field in Budgets-and-Comparatives record.
E2	FP	End flag.
F1$	6	File name for "BUDCOM".
I	FP	Index in FOR next loop.
I2	FP	See "INPUT".
I3	FP	See "INPUT".
I4	FP	See "INPUT".
I5	FP	See "POSIT".
I5$	5	See "INPUT".
I6$	36	See "INPUT".
I7	FP	See "INPUT".
I7$	1	See "MESAGE".
I8$	35	See "INPUT".
I9$	45	Work variable. See "INPUT".
K	FP	Index in FOR loops.
K$	7	Budgets-and-Comparatives file key.
K1$	8	Work variable.
L	FP	See "INPUT".
L1%	FP	See "ISAM".
L2%	FP	See "ISAM".
M	FP	See "INPUT".
M%	FP	See "ISAM".

Symbol	Size (bytes)	Description/Use
M$	38	String variable used to read key and description from the "GLPAS2" file.
M1	FP	Flag to indicate as follows: M1 = 1 if in add mode, M1 = 2 if in change mode but no record in "BUDCOM" file for key, M1 = 3 if in change mode but record on file.
M1$	30	See "MESAGE".
M2$	11	See "MESAGE".
M9$	1	Work variable.
N	FP	See "PDISP".
N1	FP	Number of tags on first half of screen.
O%	FP	See "ISAM".
R7	FP	Work variable.
R8	FP	Work variable.
R9	FP	Work variable.
R9$	1	See "INPUT".
S1	FP	Index for data input loop.
S2	FP	Index for data input loop.
T9$	20	String variable used to hold tags displayed on screen.
V	FP	Work variable.
W1	FP	See "WAIT".
W2$	36	See "MESAGE".
W3$	10	See "MESAGE".
Z7	FP	See "MESAGE".
Z8	FP	See "MESAGE".
Z9	FP	See "DISPLY".

Symbol	Size (bytes)	Description/Use
A1	FP	See "ANYCHG".
A2	FP	See "ANYCHG".
A5	FP	Flag to indicate whether any changes were made. A5 = Ø indicates "NO". A5 = 1 indicates "YES".
B$	35	Variable containing blanks.
B1$	271	Budgets-and-Comparatives file record.
B9$	139	Work variable.
C%	FP	Logical file number for "CHART".
C$	94	Chart-of-Accounts file record.
C1%	FP	Logical file number for "BUDCOM".
D$	35	See "PDISP".
D6	FP	See "PDISP".
E2	FP	End flag.
F$	5	File name ("CHART").
F1$	6	File name ("BUDCOM").
G$	42	Control file record.
H1$	132	See "PRINT".
H2$	132	See "PRINT".
H3$	1	See "PRINT".
H8$	40	Work variable.
H9$	40	Work variable.
I	FP	Index in FOR next loop.
I1	FP	See "POSIT".
I2	FP	See "POSIT".
I3	FP	See "INPUT".
I4	FP	See "INPUT".
I5	FP	See "POSIT".
I5$	5	See "INPUT".
I6$	36	See "INPUT".
I7	FP	See "INPUT". Also set to 3 indicates data entry did not correspond to submenu specifications.
I7$	1	See "MESAGE".

Symbol	Size (bytes)	Description/Use
I8$	35	See "INPUT".
I9$	35	Work variable. See "INPUT".
J	FP	See "PRINT".
J1	FP	Index in FOR loops.
K	FP	Index in FOR loops.
K$	7	Chart-of-Accounts file key.
K1$	8	Budgets-and-Comparatives file key.
L	FP	See "INPUT".
L1%	FP	See "ISAM".
L1$	1	See "PRINT".
L2%	FP	See "ISAM".
L2$	1	See "PRINT".
L3$	1	See "PRINT".
L4$	1	See "PRINT".
L5$	1	See "PRINT".
L6	FP	See "PRINT".
L7	FP	See "PRINT".
L8	FP	See "PRINT".
L9	FP	See "PRINT".
M	FP	See "INPUT".
M%	FP	See "ISAM".
M1$	30	See "MESAGE".
M2$	11	See "MESAGE".
N	FP	See "PDISP".
N1$	6	Program to chain to.
O%	FP	See "ISAM".
P1	FP	See "PRINT".
P1$	132	See "PRINT".
P2	FP	See "PRINT".
P2$	132	See "PRINT".
P3$	53	See "PRINT".
P4	FP	See "PRINT".

Symbol	Size (bytes)	Description/Use
P5	FP	See "PDISP".
P6	FP	See "PDISP".
P8	FP	Flag to indicate whether to print a new heading. P8 = Ø indicates "YES". P8 = 1 indicates "NO".
R7	FP	Work variable.
R8	FP	Work variable.
R9	FP	Work variable.
R9$	1	See "INPUT".
S$	19	String variable to hold print selection.
T	FP	Variable to hold total number of accounts.
T9$	22	String variable used to hold tags displayed on screen.
W1	FP	See "WAIT".
W2$	36	See "MESAGE".
W3$	10	See "MESAGE".
Z1%	FP	See "PRINT".
Z7	FP	See "MESAGE".
Z8	FP	See "MESAGE".
Z9	FP	See "DISPLY".

Symbol	Size (bytes)	Description/Use
A1	FP	See "ANYCHG".
A2	FP	See "ANYCHG".
B$	35	Variable containing blanks.
E2	FP	End flag.
I	FP	Index in FOR next loop.
I1	FP	See "POSIT".
I2	FP	See "POSIT".
I3	FP	See "INPUT".
I4	FP	See "INPUT".
I5	FP	See "POSIT".
I5$	5	See "INPUT".
I6$	36	See "INPUT".
I7	FP	See "INPUT".
I7$	1	See "MESAGE".
I8$	35	See "INPUT".
I9$	35	See "INPUT".
K	FP	Used as index in FOR loops.
L	FP	See "INPUT".
L1%	FP	See "ISAM".
L2%	FP	See "ISAM".
M	FP	Negative flag.
M%	FP	See "ISAM".
M1$	30	See "MESAGE".
M2$	11	See "MESAGE".
M5$	33	Title at top of screen.
N	FP	See "PDISP".
N1$	6	Program to chain to.
O%	FP	See "ISAM".
R9$	1	See "INPUT".
S$	20	String variable to hold "GLPAS2" contents.
T9$	32	String variable to hold screen tags.

Symbol	Size (bytes)	Description/Use
V2	FP	Flag which, when equal to one, indicates too many "N" answers entered during "ANY CHANGE?" routine.
W1	FP	See "WAIT".
W2$	36	See "MESAGE".
W3$	10	See "MESAGE".
Z7	FP	See "MESAGE".
Z8	FP	See "MESAGE".
Z9	FP	See "DISPLY".

Symbol	Size (bytes)	Description/Use
B$	35	Variable containing blanks.
C1%	FP	Logical file number for "CHART".
C1$	94	Master record for "CHART".
C2%	FP	Logical file number for "FSCODE".
C2$	31	Master record for "FSCODE".
C3%	FP	Logical file number for "SSCODE".
C3$	31	Master record for "SSCODE".
D$	11	Work string variable.
D6	FP	Beginning byte position for fields in "FSCODE", "SSCODE", and "SACODE".
D7	FP	Beginning byte position for fields in "CHART".
E2	FP	End flag.
F1$	5	File name for "CHART".
F2$	5	File name for "FSCODE".
F3$	10	File name for "SSCODE".
H1$	132	See "PRINT".
H2$	1	See "PRINT".
H3$	1	See "PRINT".
I	FP	Index in FOR next loop.
I1	FP	See "POSIT".
I2	FP	See "POSIT".
I3	FP	Maximum length of field.
I5	FP	See "POSIT".
I8$	35	See "INPUT".
I9$	35	Work string variable.
K1$	7	Key for "CHART".
K2$	15	Key for "FSCODE".
K3$	15	Key for "SSCODE".
L1%	FP	See "ISAM".
L1$	10	See "PRINT".

Symbol	Size (bytes)	Description/Use
L2%	FP	See "ISAM".
L2$	31	See "PRINT".
L3%	FP	See "ISAM".
L3$	1	See "PRINT".
L4%	FP	See "ISAM".
L4$	1	See "PRINT".
L5$	1	See "PRINT".
L6	FP	See "PRINT".
L7	FP	See "PRINT".
L8	FP	See "PRINT".
L9	FP	See "PRINT".
L9	FP	See "PRINT".
M%	FP	See "ISAM".
N	FP	See "PDISP".
O%	FP	See "ISAM".
P1	FP	See "PRINT".
P1$	132	See "PRINT".
P2	FP	See "PRINT".
P2$	132	See "PRINT".
P3$	132	See "PRINT".
P4	FP	See "PRINT".
P5	FP	See "PRINT".
P6	FP	See "PRINT".
R9$	1	See "INPUT".
S$	7	String variable to hold "FORMFL" contents.
S1	FP	Switch, which, when equal to one, causes the print line to be printed on a new page.
S1$	1	Work variable.
S5$	10	String to save fifth and sixth bytes of financial statement code field.
T1	FP	Switch which, when equal to zero, causes the balance sheets accounts formats to be printed out. When equal to one, it causes the profit and loss account formats to be printed out.

Symbol	Size (bytes)	Description/Use
V1	FP	Flag which, when equal to one, indicates that the heading for page one has been printed out just previously.
W1	FP	See "WAIT".
W2$	36	See "MESAGE".
W3$	10	See "MESAGE".
Z1%	FP	See "PRINT".
Z7	FP	See "MESAGE".
Z8	FP	See "MESAGE".

Symbol	Size (bytes)	Description/Use
A1	FP	See "ANYCHG".
A2	FP	See "ANYCHG".
B$	35	Variable containing blanks.
C1%	FP	Logical file number for "See "DSCDFL".
C1$	6	"DSCDFL" physical record or percentage.
C2%	FP	Logical file number for "CHART".
D6	FP	Position in record of first character of field.
E1	FP	See "MMENU".
E2	FP	End flag.
F1$	6	Name of file = "DSCDFL".
F2$	6	Name of file = "CHART".
I	FP	Index in FOR next loop.
I1	FP	See "POSIT".
I2	FP	See "POSIT".
I3	FP	See "INPUT".
I4	FP	See "INPUT".
I5	FP	See "POSIT".
I5$	5	See "INPUT".
I6$	36	See "INPUT".
I7	FP	See "INPUT".
I7$	1	See "MESAGE".
I8$	35	See "INPUT".
I9$	35	See "INPUT".
K	FP	Index in FOR loop.
K1$	10	"DSCDFL" key.
K2$	7	"CHART" key.
K8$	3	Storage area for code number.
K9$	84	Storage area for account numbers.
L	FP	See "INPUT".
L1%	FP	See "ISAM".
L2%	FP	See "ISAM".

Symbol	Size (bytes)	Description/Use
M	FP	See "INPUT".
M%	FP	See "ISAM".
M$	7	Storage area for percentage.
M1	FP	See "MMENU".
M2$	30	See "MESAGE".
M3$	25	Name = "CODE" of maintenance item.
M4$	23	See "MMENU".
M5$	34	See "MMENU".
N	FP	See "PDISP".
N1$	6	Program chained to when finished.
O%	FP	See "ISAM".
P	FP	Flag indicating Fatal Error Routine is active.
R9$	1	See "INPUT".
S1	FP	Starting number for screen input loop.
S2	FP	Ending number for screen input loop.
S2$	50	See "MMENU".
S4	FP	I/O switch. If = 1 it means either a try to add one already there or to read one not there.
S9	FP	Switch indicating wrong account number was input.
T1$	10	Storage area for total percentage.
T9$	47	Storage area for screen tags.
W1	FP	See "WAIT".
W2$	36	See "MESAGE".
W3$	10	See "MESAGE".
X	FP	Storage area 12.
Z	FP	Total number of lines in a text.
Z7	FP	See "MESAGE".
Z8	FP	See "MESAGE".
Z9	FP	See "DISPLY".

Symbol	Size (bytes)	Description/Use
A1	FP	See "ANYCHG".
A2	FP	See "ANYCHG".
B$	35	Variable containing blanks.
C1%	FP	Logical file number for "DSCDFL".
C2%	FP	Logical file number for "CHART".
C2$	94	"CHART" master record.
D	FP	Total percentage.
D$	35	See "PDISP".
E2	FP	End of file indicator.
F1$	6	Name of data file = "DSCDFL".
F2$	6	Name of data file = "CHART".
H1$	132	See "PRINT".
H2$	132	See "PRINT".
H3$	1	See "PRINT".
I	FP	Index in FOR next loop.
I1	FP	See "POSIT".
I2	FP	See "POSIT".
I3	FP	Length of field.
I4	FP	See "INPUT".
I5	FP	See "POSIT".
I5$	5	See "INPUT".
I6$	36	See "INPUT".
I7	FP	See "INPUT".
I7$	1	See "MESAGE".
I8$	35	See "INPUT".
I9$	35	See "INPUT".
J	FP	See "INPUT".
K$	10	"DSCDFL" key.
K1$	4	Name = "CODE".
K2$	7	"CHART" key.
K8$	3	Storage area for code number.
L	FP	See "INPUT".
L1%	FP	See "ISAM".

Symbol	Size (bytes)	Description/Use
L1$	1	See "PRINT".
L2%	FP	See "ISAM".
L2$	1	See "PRINT".
L3$	1	See "PRINT".
L4$	1	See "PRINT".
L5$	1	See "PRINT".
L6	FP	See "PRINT".
L7	FP	See "PRINT".
L8	FP	See "PRINT".
L9	FP	See "PRINT".
M	FP	See "INPUT".
M%	FP	See "ISAM".
M$	6	"DSCDFL" physical record.
M1$	30	See "MESAGE".
M2$	11	See "MESAGE".
M8$	6	Storage area for percentage.
N	FP	See "PDISP".
O%	FP	See "ISAM".
P	FP	Work variable.
P1	FP	See "PRINT".
P1$	132	See "PRINT".
P2	FP	See "PRINT".
P2$	132	See "PRINT".
P3	FP	Total number of print-out items.
P3$	43	See "PRINT".
P4	FP	See "PRINT".
P5	FP	See "PDISP".
P6	FP	See "PDISP".
R	FP	Flag indicating first record in selected range wasn't found.
R9$	1	See "INPUT".
S1	FP	See "STENO".
S2	FP	End of code flag.

Symbol	Size (bytes)	Description/Use
S2$	3	Starting number.
S3$	3	Ending number.
W1	FP	See "WAIT".
W2$	36	See "MESAGE".
W3$	10	See "MESAGE".
Z1%	FP	See "PRINT".
Z7	FP	See "MESAGE".
Z8	FP	See "MESAGE".

Symbol	Size (bytes)	Description/Use
A1	FP	See "ANYCHG".
A2	FP	See "ANYCHG".
B$	35	Variable containing blanks.
D	FP	Work variable.
D6	FP	See "INPUT".
E1	FP	End flag. If equal to 1, then go to end routine.
E2	FP	End flag.
I	FP	Index in FOR next loop.
I1	FP	See "POSIT".
I2	FP	See "POSIT".
I3	FP	See "INPUT".
I4	FP	See "INPUT".
I4$	35	String variable containing starting date.
I5	FP	See "POSIT".
I5$	5	See "INPUT".
I6$	36	See "INPUT".
I7	FP	See "INPUT".
I7$	1	See "MESAGE".
I8$	35	See "INPUT".
I9$	35	See "INPUT".
J	FP	Index in FOR loop.
J4$	2	Work string variable.
J5$	2	Work string variable.
J6$	2	Work string variable.
K	FP	Index in FOR loops.
K1	FP	Variable used to save the value of 1 where value of 1 = the line number whose starting date matches the current period starting date.
K1$	6	Work variable.
K2	FP	Variable used to save the value of 1 where value of 1 = the number of line whose ending date matches the current period ending date.
L	FP	See "INPUT".

Symbol	Size (bytes)	Description/Use
L1%	FP	See "ISAM".
L2%	FP	See "ISAM".
M	FP	See "INPUT".
M$	182	Records holding variable.
M1	FP	See "MMENU".
M1$	46	See "MESAGE".
M2	FP	Work variable.
M2$	11	See "MESAGE".
M3$	25	Variable containing name of what type of thing is being maintained.
M4$	23	See "MMENU".
M5$	30	Title at top of screen.
M6$	13	Work variable.
N	FP	See "PDISP".
N1	FP	Work variable.
N1$	6	Name of program to chain to.
O%	FP	See "ISAM".
P8	FP	Work variable.
P9	FP	Work variable.
R9$	1	Work variable.
S1	FP	Index for data input loop. Indicates number of first screen item.
S2	FP	Index for date input. Indicates number of last screen item.
S2$	35	See "MMENU".
T	FP	Variable to save value of K in mode 1. Also, in mode 2, used as variable whose value = number of records read from PRDFIL and displayed.
T1	FP	Switch to guide logic flow through the subroutine which checks to see if the current starting and ending dates represent regular accounting periods.
T9$	27	Variable to hold screen tags.

Symbol	Size (bytes)	Description/Use
V1	FP	Error switch used when ending date is earlier than starting date.
W1	FP	See "WAIT".
W2$	36	See "MESAGE".
W3$	10	See "MESAGE".
Z7	FP	See "MESAGE".
Z8	FP	See "MESAGE".
Z9	FP	See "DISPLY".

Symbol	Size (bytes)	Description/Use
B$	35	Variable containing blanks.
D6	FP	See "PDISP".
H1$	132	See "PRINT".
H2$	132	See "PRINT".
H3$	1	See "PRINT".
I	FP	Index in FOR next loop.
I1	FP	See "POSIT".
I2	FP	See "POSIT".
I3	FP	See "INPUT".
I5	FP	See "POSIT".
I7	FP	See "INPUT".
I7$	1	See "MESAGE".
I9$	35	See "PDISP".
L	FP	See "PDISP".
L1%	FP	See "ISAM".
L1$	1	See "PRINT".
L2$	1	See "PRINT".
L3$	1	See "PRINT".
L4$	1	See "PRINT".
L5$	1	See "PRINT".
L6	FP	See "PRINT".
L7	FP	See "PRINT".
L8	FP	See "PRINT".
L9	FP	See "PRINT".
M$	182	Records-holding variable.
M1	FP	Work variable.
M1$	30	See "MESAGE".
M2	FP	Work variable.
M2$	11	See "MESAGE".
N	FP	See "PDISP".
P1	FP	See "PRINT".
P1$	132	See "PRINT".

Symbol	Size (bytes)	Description/Use
P2	FP	See "PRINT".
P2$	132	See "PRINT".
P3$	43	See "PRINT".
P4	FP	See "PRINT".
P5	FP	See "PRINT".
P6	FP	See "PRINT".
W1	FP	See "WAIT".
W2$	36	See "MESAGE".
W3$	10	See "MESAGE".
Z1%	FP	See "PRINT".
Z7	FP	See "MESAGE".
Z8	FP	See "MESAGE".

Symbol	Size (bytes)	Description/Use
B$	35	Variable containing blanks.
C$	13	String to hold running totals.
C0$	6	Distribution Code file master record.
C1%	FP	Logical file number for "GLTRX".
C1$	88	G/L Transaction file master record.
C2%	FP	Logical file number for "CHART".
C2$	94	Chart of Accounts file master record.
C3%	FP	Logical file number for "DSCDFL".
D$	13	Variable to hold "PRDFIL" information.
E1	FP	End flag.
I2	FP	See "INPUT".
F0$	10	"DSCDFL" file name.
F1$	10	"GLTRX" file name.
F2$	10	"CHART" file name.
I	FP	Index in FOR next loop.
I1	FP	See "POSIT".
I2	FP	See "POSIT".
I3	FP	See "INPUT".
I4	FP	See "INPUT".
I5	FP	See "POSIT".
I5$	2	See "INPUT".
I6$	35	See "INPUT".
I7	FP	See "INPUT".
I7$	1	See "MESAGE".
I8$	35	See "INPUT".
I9$	42	Work string variable.
K0$	10	Distribution Code file key.
K1$	17	G/L transaction key.
K2$	7	Chart of Accounts key.

Symbol	Size (bytes)	Description/Use
L	FP	See "INPUT".
L1%	FP	See "ISAM".
L2%	FP	See "ISAM".
M	FP	See "INPUT".
M%	FP	See "ISAM".
M1	FP	Number selected from G/L Transaction Entry menu.
M1$	35	See "MESAGE".
M2	FP	Work variable.
M2$	11	See "MESAGE".
M3$	12	String to hold the word "Transaction".
M4$	23	See "MMENU".
M5$	13	Screen title.
M7$	38	Work variable.
N	FP	See "PDISP".
N1	FP	Work variable.
O%	FP	See "ISAM".
R9$	1	See "INPUT".
W1	FP	See "WAIT".
W2$	36	See "MESAGE".
W3$	11	See "MESAGE".
Z7	FP	See "MESAGE".
Z8	FP	See "MESAGE".
Z9	FP	See "DISPLY".

Symbol	Size (bytes)	Description/Use
A1	FP	See "ANYCHG".
A2	FP	See "ANYCHG".
B$	35	Variable containing blanks.
C$	13	String to hold running total.
CØ$	6	Distribution Code file master record.
C1%	FP	Logical file number for "GLTRX".
C1$	88	G/L Transaction master record.
C2%	FP	Logical file number for "CHART".
C2$	94	Chart of Accounts file master record.
C3%	FP	Logical file number for "DSCDFL".
C3$	11	Holds the value of the debit entered.
C4$	11	Holds the value of the credit entered.
C5$	11	String to hold the value of the amount in C1$ in case the CODE/CANCEL key is struck after changing the amount, but before adding it.
C9$	88	Holding string for master record data.
D6	FP	Beginning byte position in a field.
E1$	10	Current period end date.
E2	FP	End flag.
FØ$	10	"DSCDFL" file name.
F1$	10	"GLTRX" file name.
F2$	10	"CHART" file name.
G$	43	String to hold G/L Control file.
I	FP	Index in FOR next loop.
I1	FP	See "POSIT".
I2	FP	See "POSIT".
I3	FP	See "INPUT".
I4	FP	See "INPUT".
I4$	11	Holds the value of the amount field for "GLTRX".
I5	FP	See "POSIT".
I5$	2	See "INPUT".
I6$	35	See "INPUT".
I7	FP	See "INPUT".

Symbol	Size (bytes)	Description/Use
I7$	1	See "MESAGE".
I8$	35	See "INPUT".
I9$	35	Work string variable.
K	FP	Index in FOR/NEXT loops.
KØ$	10	Distribution Code file key.
K1$	17	G/L transaction key.
K2$	10	Chart of Accounts file key.
K3$	30	Holding string for the reference.
K5$	13	Holding string for originally entered account number.
K6$	17	Holding string for 13 bytes of "GLTRX".
K7$	10	Holding string for source.
K8$	6	Holding string for date.
K9$	7	Holding string for account.
L	FP	See "INPUT".
L1%	FP	See "ISAM".
L2%	FP	See "ISAM".
M	FP	See "INPUT".
M%	FP	See "ISAM".
M$	38	Intermediate holding string for account display. Also holds auto-distrib code.
M1	FP	M1-1- Add Mode, M1-2- Change/Inquire Mode, M1-3- Delete Mode.
M1$	35	See "MESAGE".
M2$	11	See "MESAGE".
M3$	12	String to hold the word "Transaction".
M5$	30	String to hold screen title.
N	FP	See "PDISP".
N1	FP	Number of screen items.
O%	FP	See "ISAM".
P$	13	Intermediate string to hold current period start and end date.
P1	FP	See "PRINT".

Symbol	Size (bytes)	Description/Use
R9$	1	See "INPUT".
S1	FP	Number of first field to input.
S1$	10	Work variable.
S2	FP	Work variable.
S4	FP	Switch to test if found a record on "GLTRX" when in Change/Inquire or Delete modes.
S9	FP	All-purpose error switch. If = 1 means that some record in a file wasn't found or data was too short or account not postable or out of transactions for this account.
T1$	20	Work variable.
T9$	14	Work variable.
W1	FP	See "WAIT".
W2$	36	See "MESAGE".
W3$	10	See "MESAGE".
X	FP	Holds row position for where you want the cursor to go for account entries.
Z1	FP	Work variable.
Z2	FP	Work variable.
Z3	FP	Work variable.
Z8	FP	See "MESAGE".
Z9	FP	See "DISPLY".

Symbol	Size (bytes)	Description/Use
A	FP	Flag indicating a date outside the current period.
B$	35	Variable containing blanks.
C$	2	String to hold Period file record number.
C0$	6	Master record for "DSCDFL".
C1$	88	Master record for "GLTRX".
C1%	FP	Logical file number for "GLTRX".
C2$	94	Master record for "CHART".
C2%	FP	Logical file number for "CHART".
C3$	13	Øth record in "PRDFIL".
C3%	FP	Logical file number for "DSCDFL".
C4$	13	Master record in "PRDFIL".
D1	FP	Number of things in transaction print line.
D2	FP	Number of things in the line for other information.
D6	FP	Position in master record of first character of field.
D$	15	Work variable.
E$	6	Ending date of current period.
E2	FP	Flag indicating no more transactions in file.
FØ$	10	Name of file = "DSCDFL".
F1$	10	Name of file = "GLTRX".
F2$	10	Name of file = "CHART".
H1$	132	See "PRINT".
H2$	132	See "PRINT".
H3$	1	See "PRINT".
I	FP	Index in FOR next loop.
I1	FP	See "POSIT".
I2	FP	See "POSIT".
I3	FP	See "INPUT".
I5	FP	See "POSIT".
I6$	13	See "PDISP".

Symbol	Size (bytes)	Description/Use
I7$	1	See "MESAGE".
I8$	13	See "INPUT".
I9$	13	See "PDISP".
J	FP	See "PDISP".
K$	8	String used in editing a date.
KØ$	10	Key for "DSCDFL".
K1$	17	Key for "GLTRX".
K2$	7	Key for "CHART".
K8$	10	String to hold distribution code number.
K9$	17	String to hold transaction key.
L	FP	Length of a string.
L1	FP	Length of first part of account number.
L1%	FP	See "ISAM".
L1$	35	See "PRINT".
L2%	FL	See "ISAM".
L2$	1	See "PRINT".
L3$	1	See "PRINT".
L4$	1	See "PRINT".
L5$	1	See "PRINT".
L6	FP	See "PRINT".
L7	FP	See "PRINT".
L8	FP	See "PRINT".
L9	FP	See "PRINT".
M$	94	String to hold master record.
M%	FP	See "ISAM".
M1	FP	See "MMENU".
M1$	35	See "MESAGE".
M2$	11	See "MESAGE".
M7$	38	Work variable.
N	FP	Flag indicating a negative number.
O%	FP	See "ISAM".
P1	FP	See "PRINT".

Symbol	Size (bytes)	Description/Use
P2	FP	See "PRINT".
P2$	132	See "PRINT".
P3	FP	Number of transactions.
P3$	71	See "PRINT".
P5	FP	Column in Print line where field begins.
P6	FP	Numbr of characters in print line field.
S$	13	Starting date of current period.
S4	FP	Flag indicating account not on file.
S9	FP	Flag indicating error and prohibiting posting.
T1$	15	Grand total debits.
T2$	15	Grand total Credits.
T3$	15	Account total debits.
T4$	15	Account total credits.
W1	FP	See "WAIT".

Symbol	Size (bytes)	Description/Use
B$	20	Variable containing blanks
C1%	FP	Logical file number for "GLTRX".
C1$	88	Master record for "GLTRX".
C2%	FP	Logical file number for "GLJNL".
C2$	47	Master record for "GLTRX".
C3%	FP	Logical file number for "DSCDFL".
C3$	6	Master record for "DSCDFL".
C4%	FP	Logical file number for "CHART".
C4$	94	Master record for "CHART".
E2	FP	Flag indicating no more transactions.
F1$	6	File name "GLTRX".
F2$	6	File name "GLJNL".
F3$	6	File name "DSCDFL".
F4$	6	File name "CHART".
I	FP	Index in FOR next loop.
I9$	20	See "INPUT".
K1$	17	Key for "GLTRX".
K2$	17	Key for "GLJNL".
K3$	10	Key for "DSCDFL".
K4$	7	Key for "CHART".
K7$	7	Work variable.
K8$	10	String to hold key for "DSCDFL".
K9$	17	String to hold key for "GLJNL".
L	FP	Length of key for "DSCDFL".
L1	FP	Length of sequence number.
L1%	FP	See "ISAM".
L2%	FP	See "ISAM".
M%	FP	See "ISAM".
O%	FP	See "ISAM".
S9	FP	Work variable.

SYMBOL TABLE

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Symbol	Size (bytes)	Description/Use
A1	FP	See "ANYCHG".
A2	FP	See "ANYCHG".
B$	35	Variable containing blanks.
C$	94	Master record for "CHART".
C%	FP	Logical file number for "CHART".
C1$	392	Work variable.
D$	42	Work variable.
D1$	13	Work variable.
D2$	42	Work variable.
D2$	31	Work variable.
D6	FP	Beginning byte position of field in record.
E1	FP	See "MMENU".
E2	FP	Error flag.
F	FP	Work variable.
F1$	6	Work variable.
I	FP	Indix in FOR next loop.
I1	FP	See "POSIT".
I1$	35	Work variable.
I2	FP	See "INPUT".
I3	FP	See "INPUT".
I4	FP	See "INPUT".
I4$	10	String variable used to compare dates.
I5	FP	See "POSIT".
I5$	5	See "INPUT".
I6	FP	Work variable.
I6$	36	See "INPUT".
I7	FP	See "INPUT".
I7$	1	See "MESAGE".
I8	FP	Work variable.
I8$	35	See "INPUT".

Symbol	Size (bytes)	Description/Use
I9	FP	Work variable.
I9$	35	Work string variable.
J	FP	See "INPUT".
K	FP	Index in FOR/NEXT loops.
K$	10	"CHART" file key.
L	FP	See "INPUT".
L1%	FP	See "ISAM".
L2%	FP	See "ISAM".
M	FP	See "INPUT".
M%	FP	See "ISAM".
M1	FP	Work variable.
M1$	50	See "MESAGE".
M2$	11	See "MESAGE".
M5$	30	Title at top of screen.
N	FP	See "PDISP".
N1$	10	Name of program to chain to.
N2	FP	Number of Input fields.
O%	FP	See "ISAM".
R	FP	Variable equivalent to the number of periods in the Accounting Periods file, excluding the current period.
R1	FP	Work variable.
R2	FP	Work variable.
R3	FP	Work variable.
R9$	1	See "INPUT".
S1	FP	Switch when = 1 means that the entry was too short, so go back and allow a different one to be entered.
T	FP	Work variable.
T9$	75	String variable to hold screen tags.
W1	FP	See "WAIT".
W2$	36	See "MESAGE".
W3$	10	See "MESAGE".

Symbol	Size (bytes)	Description/Use
X	FP	Used to save line numbers.
Z7	FP	See "MESAGE".
Z8	FP	See "MESAGE".
Z9	FP	See "DISPLY".

Symbol	Size (bytes)	Description/Use
A$	10	String variable used to save the current key for later use.
B$	35	Variable containing blanks.
C%	FP	Logical file number for "GLJNL".
C$	47	Master record for "GLJNL".
C2%	FP	Logical file number for "CHART".
C2$	94	Master record for "CHART".
D$	35	Work string variable.
D1	FP	Number of fields in Print Line #1.
D2	FP	Number of fields in Print Line #2.
D2$	17	Work string variable
D3$	45	Work string variable.
D6	FP	Beginning byte position of a field in a string.
D7	FP	Variable used to calculate beginning byte position of a field in a string.
E$	10	Work string variable.
E2	FP	End flag.
F$	5	"GLJNL" file name.
F2$	5	"CHART" file name.
H	FP	Used as an index in FOR/NEXT loops.
H1$	132	See "PRINT".
H2$	132	See "PRINT".
H3$	1	See "PRINT".
I	FP	Index in FOR next loop.
I1	FP	See "POSIT".
I2	FP	See "POSIT".
I5	FP	See "POSIT".
I6$	36	See "PDISP".
I8$	35	See "INPUT".
I9$	35	Work string variable.
J	FP	Used as an index in FOR/NEXT loops. See also "PDISP".

Symbol	Size (bytes)	Description/Use
K	FP	Used as an index in FOR/NEXT loops.
K$	17	Key for "GLJNL".
K2$	7	Key for "CHART".
L	FP	See "PDISP".
L1%	FP	See "ISAM".
L1$	50	See "PRINT".
L2%	FP	See "ISAM".
L2$	35	See "PRINT".
L3$	1	See "PRINT".
L4$	1	See "PRINT".
L5$	1	See "PRINT".
L6	FP	See "PRINT".
L7	FP	See "PRINT".
L8	FP	See "PRINT".
M%	FP	See "ISAM".
M$	35	Work variable.
N	FP	See "PDISP".
N1	FP	Parameter used in FOR/NEXT loops.
N1$	6	Program to chain to.
N2	FP	Parameter used in FOR/NEXT loops.
O%	FP	See "ISAM".
P$	61	String to hold Passing file record.
P1	FP	See "PRINT".
P1$	132	See "PRINT".
P2	FP	See "PRINT".
P2$	132	See "PRINT".
P3	FP	See "PRINT".
P3$	132	See "PRINT".
P4	FP	See "PRINT".
P5	FP	See "PDISP".
P6	FP	See "PDISP".
R	FP	Switch to tell if first record has been read. R = Ø when yes. R = 1 when no.
R2$	10	String used to save starting account number.

Symbol	Size (bytes)	Description/Use
R3$	10	String used to save ending account number.
R9$	1	See "INPUT".
S2$	17	Starting account number.
S3$	17	Ending account number.
S4$	41	String variable used to hold titles for total lines.
T$	273	String variable used to hold totals.
T2$	10	String to hold transaction date.
V$	66	String variable used to compile detail line.
V2	FP	Work variable.
W1	FP	See "WAIT".
W2$	36	See "MESAGE".
W3$	10	See "MESAGE".
X$	273	Work variable.
Z1%	FP	See "PRINT".
Z7	FP	See "MESAGE".
Z8	FP	See "MESAGE".

Symbol	Size (bytes)	Description/Use
A1	FP	See "ANYCHG".
A2	FP	See "ANYCHG".
B$	35	Variable containing blanks.
C1$	47	Master record for "GLJNL".
C1%	FP	Logical file number for "GLJNL".
C2$	94	Master record for "CHART".
C3$	13	The first record in "PRDFIL".
C4$	13	The second through n^{th} records of "PRDFIL".
D$	15	See "DISPLY".
D3$	12	Storage area for period file data.
D6	FP	See "INPUT".
E$	6	Current period ending date.
E2	FP	End of inquiry flag.
E3$	6	Latest date in the period file.
E4$	6	Ending input date.
F1$	5	Name of file = "GLJNL".
F2$	5	Name of file = "CHART".
I	FP	Index in FOR next loop.
I1	FP	See "POSIT".
I2	FP	See "POSIT".
I3	FP	See "INPUT".
I4	FP	See "INPUT".
I5	FP	See "POSIT".
I5$	5	See "INPUT".
I6$	36	See "INPUT".
I7	FP	See "INPUT".
I7$	1	See "MESAGE".
I8$	35	See "INPUT".
I9$	35	See "INPUT".
K	FP	Index in FOR loop.

Symbol	Size (bytes)	Description/Use
K1$	17	Key for "GLJNL".
K2$	7	Key for "CHART".
L	FP	See "INPUT".
L1	FP	Length of first part of account number.
L1%	FP	See "ISAM".
L2%	FP	See "ISAM".
M	FP	See "INPUT".
M%	FP	See "ISAM".
M1$	30	See "MESAGE".
M2$	11	See "MESAGE".
M5$	18	Storage area for program description.
N	FP	See "PDISP".
N1$	6	Program chained to when finished.
O%	FP	See "ISAM".
R9$	1	See "INPUT".
S$	6	Current period starting date.
S1	FP	Starting number for screen input loop.
S2	FP	Ending number for screen input loop.
S3$	6	Earliest date in the Period file.
S4	FP	Switch indicating invalid input data.
S4$	6	Starting input date.
T1$	12	Beginning and ending balance.
T2$	12	Total DR.
T3$	12	Total CR.
T4$	12	Net change.
T9$	80	Storage area for screen tags.
W1	FP	See "WAIT".
W2$	36	See "MESAGE".
W3$	10	See "MESAGE".
X	FP	Storage area for a column number.
X$	3	Work variable.
Z7	FP	See "MESAGE".
Z8	FP	See "MESAGE".
Z9	FP	See "DISPLY".

Symbol	Size (bytes)	Description/Use
B$	20	Variable containing blanks
C1%	FP	Logical file number for "GLTRX".
C1$	88	Master record for "GLTRX".
C2%	FP	Logical file number for "GLJNL".
C2$	47	Master record for "GLTRX".
C3%	FP	Logical file number for "DSCDFL".
C3$	6	Master record for "DSCDFL".
C4%	FP	Logical file number for "CHART".
C4$	94	Master record for "CHART".
E2	FP	Flag indicating no more transactions.
F1$	6	File name "GLTRX".
F2$	6	File name "GLJNL".
F3$	6	File name "DSCDFL".
F4$	6	File name "CHART".
I	FP	Index in FOR next loop.
I9$	20	See "INPUT".
K1$	17	Key for "GLTRX".
K2$	17	Key for "GLJNL".
K3$	10	Key for "DSCDFL".
K4$	7	Key for "CHART".
K7$	7	Work variable.
K8$	10	String to hold key for "DSCDFL".
K9$	17	String to hold key for "GLJNL".
L	FP	Length of key for "DSCDFL".
L1	FP	Length of sequence number.
L1%	FP	See "ISAM".
L2%	FP	See "ISAM".
M%	FP	See "ISAM".
O%	FP	See "ISAM".
S9	FP	Work variable.

SYMBOL TABLE

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GLWORK
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Symbol	Size (bytes)	Description/Use
A1	FP	See "ANYCHG".
A2	FP	See "ANYCHG".
B$	35	Variable containing blanks.
C$	94	Master record for "CHART".
C%	FP	Logical file number for "CHART".
C1$	392	Work variable.
D6	FP	Beginning byte position of field in record.
D7	FP	Beginning byte position of field in 0$.
E1	FP	See "MMENU".
E2	FP	End flag.
F	FP	Work variable.
F1$	6	Work variable.
I	FP	Index in FOR next loop.
I1	FP	See "INPUT".
I2	FP	See "INPUT".
I3	FP	See "INPUT".
I4	FP	See "INPUT".
I4$	10	String variable used to compare dates.
I5	FP	See "POSIT".
I5$	5	See "INPUT".
I6	FP	Work variable.
I6$	36	See "INPUT".
I7	FP	See "INPUT".
I7$	1	See "MESAGE".
I8	FP	Work variable.
I8$	35	See "INPUT".
I9	FP	Work variable.
I9$	35	Work string variable.
J	FP	See "INPUT".
K	FP	Index in FOR/NEXT loops.
K$	7	"CHART" file key.

Symbol	Size (bytes)	Description/Use
K1	FP	Work variable.
K1$	10	Work variable.
L	FP	See "INPUT".
L1%	FP	See "ISAM".
L2%	FP	See "ISAM".
M	FP	See "INPUT".
M%	FP	See "ISAM".
M1	FP	Work variable.
M1$	30	See "MESAGE".
M2$	11	See "MESAGE".
M5$	30	Work variable.
N	FP	See "PDISP".
N1$	10	Name of program to chain to.
N2	FP	Number of input fields.
O%	FP	See "ISAM".
R	FP	Variable equivalent to the number of periods in the Accounting Periods file, excluding the current period.
R1	FP	Work variable.
R2	FP	Work variable.
R3	FP	Work variable.
R9$	1	See "INPUT".
S1	FP	Switch when = 1 means that the entry was too short, so go back and allow a different one to be entered.
T	FP	Work variable.
T9$	75	String variable to hold screen tags.
W1	FP	See "WAIT".
W2$	36	See "MESAGE".
W3$	10	See "MESAGE".
X	FP	Work variable.
Z7	FP	See "MESAGE".
Z8	FP	See "MESAGE".
Z9	FP	See "DISPLY".

Symbol	Size (bytes)	Description/Use
A$	10	String variable used to save the current key for later use.
B$	35	Variable containing blanks.
C%	FP	Logical file number for "GLJNL".
C$	47	Master record for "GLJNL".
C2%	FP	Logical file number for "CHART".
C2$	94	Master record for "CHART".
D1	FP	Number of fields in Print Line #1.
D6	FP	Beginning byte position of a field in a string.
D$	35	Work string variable.
D2$	17	Work string variable.
D3$	41	Work string variable.
E2	FP	End flag.
E$	10	Work string variable.
F$	5	"GLJNL" file name.
F2$	5	"CHART" file name.
H	FP	Used as an index in FOR/NEXT loops.
H1$	132	See "PRINT".
H2$	132	See "PRINT".
H3$	1	See "PRINT".
I	FP	Used in FOR next loop.
I1	FP	See "POSIT".
I2	FP	See "POSIT".
I3	FP	See "INPUT".
I5	FP	See "POSIT".
I6$	36	See "PDISP".
I7$	1	See "MESAGE".
I8$	35	See "INPUT".
I9$	35	Work string variable.
J	FP	See "PDISP".

Symbol	Size (bytes)	Description/Use
K	FP	Used as an index in FOR/NEXT loops.
K$	17	Key for "GLJNL".
K2$	7	Key for "CHART".
L	FP	See "PDISP".
L1%	FP	See "ISAM".
L1$	50	See "PRINT".
L2%	FP	See "ISAM".
L2$	35	See "PRINT".
L3$	1	See "PRINT".
L4$	1	See "PRINT".
L5$	1	See "PRINT".
L6	FP	See "PRINT".
L7	FP	See "PRINT".
L8	FP	See "PRINT".
L9	FP	See "PRINT".
M%	FP	See "ISAM".
M$	35	Work variable.
M1$	30	See "MESAGE".
M2$	11	See "MESAGE".
N	FP	See "PDISP".
O%	FP	See "ISAM".
P$	61	String to hold Passing file record.
P1	FP	See "PRINT".
P2	FP	See "PRINT".
P2$	132	See "PRINT".
P3	FP	Work variable.
P3$	55	See "PRINT".
P4	FP	See "PRINT".
P5	FP	See "PDISP".
P6	FP	See "PDISP".
R	FP	Switch to tell if first record has been read. R = Ø when yes. R = 1 when no.

Symbol	Size (bytes)	Description/Use
R2$	10	String used to save starting account number.
R3$	10	String used to save ending account number.
R9$	1	See "INPUT".
S2$	17	Starting account number.
S3$	17	Ending account number.
S4$	41	String variable used to hold titles for total lines.
T$	52	String variable used to hold totals.
T2$	10	String to hold transaction date.
V$	66	Work variable.
W1	FP	See "WAIT".
W2$	36	See "MESAGE".
W3$	10	See "MESAGE".
Z1%	FP	See "PRINT".

Symbol	Size (bytes)	Description/Use
A	FP	Switch indicating that "ALL" has been entered in line 13.
A1	FP	See "ANYCHG".
A2	FP	See "ANYCHG".
B$	35	Variable containing blanks.
C4$	25	Variable containing "GLPASS" records.
D$	15	See "PDISP".
D6	FP	Position in Master Record of first character of field.
E2	FP	Switch indicating return to "GLMENU".
I	FP	Index in FOR loop.
I1	FP	See "POSIT".
I2	FP	See "POSIT".
I3	FP	See "INPUT".
I4	FP	See "INPUT".
I5	FP	See "POSIT".
I5$	2	See "INPUT".
I6$	35	See "INPUT".
I7	FP	See "INPUT".
I7$	1	See "MESAGE".
I8$	35	See "INPUT".
I9$	13	See "INPUT".
J	FP	Index in FOR loop.
J1	FP	Variable used in loading line 13 into Master Record.
K	FP	Index in FOR loop.
L	FP	Length of input string.
L$	65	A string used in editing and displaying a "GLPASS" Master Record.
L1%	FP	See "ISAM".
L9$	24	A string used for storing line 13 selections.
M	FP	See "INPUT".
M1	FP	Work variable.
M1$	36	See "MESAGE".

Symbol	Size (bytes)	Description/Use
M2$	11	See "MESAGE".
N	FP	See "PDISP".
N9	FP	Switch indicating (Ø) multiple profit centers or (1) not.
O%	FP	See "ISAM".
R9$	1	See "INPUT".
S	FP	Switch indicating (1) selections have been made or (Ø) not.
S4	FP	Work variable.
T9$	3	String to store tags.
W1	FP	See "WAIT".
W2$	36	See "MESAGE".
W3$	11	See "MESAGE".
Z7	FP	See "MESAGE".
Z8	FP	See "MESAGE".
Z9	FP	See "DISPLY".

Symbol	Size (bytes)	Description/Use
B$	35	Variable containing blanks.
B9$	139	"BUDCOM" Master record.
C1$	94	"CHART" Master record.
C1%	FP	Logical file number for "CHART".
C2$	271	"BUDCOM" Master record work area.
C2%	FP	Logical file number for "BUDCOM".
C3$	47	"GLJNL" Master record.
C3%	FP	Logical file number for "GLJNL".
C4$	97	"FSCODE" Master record.
C4%	FP	Logical file number for "FSCODE".
C5$	97	"SSCODE" Master record.
C5%	FP	Logical file number for "SSCODE".
C6$	105	"SACODE" Master record.
C6%	FP	Logical file number for "SACODE".
D1	FP	Line number of Current Period start date in "PRDFIL".
D1$	15	Current Period start date.
D2	FP	Line number of Current Period end date in "PRDFIL".
D2$	15	Current Period end date.
D6	FP	Beginning byte in a field.
E2	FP	End flag.
F1$	5	"CHART" file name.
F2$	6	"BUDCOM" file name.
F3$	5	"GLJNL" file name.
F4$	6	"FSCODE" file name.
F5$	6	"SSCODE" file name.
F6$	6	"SACODE" file name.
I	FP	Index in FOR next loop.
I9$	15	Work variable.
K$	8	Key for "BUDCOM".
K1$	7	Key for "CHART".
K2$	7	Key work area "BUDCOM".

Symbol	Size (bytes)	Description/Use
K3$	17	Key for "GLJNL".
K4$	15	Key for "FSCODE".
K5$	15	Key for "SSCODE".
K6$	11	Key for "SACODE".
L1%	FP	See "ISAM".
L2%	FP	See "ISAM".
M%	FP	See "ISAM".
O%	FP	See "ISAM".
O$	26	String to hold records 1 and 2 of "PRDFIL".
O1$	13	Hold 2nd record of "PRDFIL".
P$	25	String to hold record 1 of "GLPASS".
P1$	25	See "PRINT".
P2$	25	See "PRINT".
P3$	13	See "PRINT".
R	FP	Switch. If = 1 record not found.
R3	FP	Format number.
R4	FP	Sequence number of run being performed.
R7	FP	"BUDCOM" I/O switch.
R8	FP	"BUDCOM" I/O switch.
R9	FP	"BUDCOM" I/O switch.
T$	128	Totalling string.
X	FP	Beginning position in code number field.
Y	FP	End position in code number field.
Y$	14	Work variable.
Z$	2	Work variable for "PRDFIL".
Z1$	11	Work variable for passing file.

Symbol	Size (bytes)	Description/Use
B$	15	Variable containing blanks.
C$	25	String to store "GLPASS" Record 14 data.
C1$	25	String to store "GLPASS" Record 1 data.
C2$	25	Record for "GLPAS2".
C4%	FP	Logical file number for "FSCODE".
C4$	97	Master record for "FSCODE".
E2	FP	End of program flag.
F4$	6	File name "FSCODE".
I9$	15	See "INPUT".
J	FP	Index in FOR loop.
K4$	15	Key for "FSCODE".
L1%	FP	See "ISAM".
L2%	FP	See "ISAM".
M%	FP	See "ISAM".
N	FP	See "PDISP".
O%	FP	See "ISAM".
P2$	4	See "PRINT".
R	FP	Variable used in writing Ratio Totals into "GLPAS2".
R1$	15	Ratio Total for Current Budget.
R2$	15	Ratio Total for Beginning & Current Budget.
R3$	15	Ratio Total for Current Comparative.
R4$	15	Ratio Total for Beginning & Current Comparative.
R5$	15	Ratio Total for Current Balance.
R6$	15	Ratio Total for Beginning & Current Balance.
S	FP	Variable indicating (Ø) before, (1) during, and (2) after Ratio Totals calculation.
S1	FP	Variable indicating (Ø) before, (1) during, and (2) after P&L Totals calculation.
T	FP	Variable used in writing P&L Totals into GLPAS2.
T1$	15	P&L Total for Current Budget.
T2$	15	P&L Total for Beginning & Current Budget.

Symbol	Size (bytes)	Description/Use
T3$	15	P&L Total for Current Comparative.
T4$	15	P&L Total for Beginning & Current Comparative.
T5$	15	P&L Total for Current Balance.
T6$	15	P&L Total for Beginning & Current Balance.
X	FP	Work variable.
X$	2	Work variable.
Y	FP	Work variable.

Symbol	Size (bytes)	Description/Use
B	FP	Symbol to indicate whether budget (1), comparative (2) or nothing in the right hand columns of the report (Ø).
B$	35	Variable containing blanks.
B9$	10	String to hold first character of key for supporting schedules.
C4%	FP	Logical file number for "SSCODE" file or "FSCODE" file.
C4$	105	Master record for "FSCODE" or "SSCODE" file.
C7%	FP	Logical file number for Text file.
C7$	70	Master record for Text file.
D$	35	See "PDISP".
D6	FP	Byte number of record in file or position in T$ that a total comes from.
E2	FP	End flag.
F4$	6	File name for "SSCODE" or "FSCODE".
F7$	6	File name for Text file.
H	FP	Index used to run this program. Value corresponds to what type of account (VS, VP, etc.).
I	FP	Index in FOR next loop.
I1	FP	See "POSIT".
I2	FP	See "POSIT".
I3	FP	See "INPUT".
I5	1FP	See "POSIT".
I6$	14	See "INPUT".
I9$	35	Intermediate string to hold totals, variables, etc.
J	FP	Index in FOR/NEXT loops.
K	FP	Index in FOR/NEXT loops.
K4$	15	Key for "SSCODE" and "FSCODE" files.
K7$	4	Holding string for key.
K8$	15	Holding string for key.
K9$	15	Holding string for key.
L	FP	See "PDISP".

Symbol	Size (bytes)	Description/Use
L1%	FP	See "ISAM".
L2%	FP	See "ISAM".
M	FP	Number of times to print report.
M%	FP	See "ISAM".
N	FP	See "PDISP.
N$	79	Net income string year-to-date and current figures for Budgets, Comparatives and Current Balance, respectively.
O%	FP	See "ISAM".
PØ$	25	Passing file string - contains what is desired for this run.
P1$	13	See "PRINT".
P2	FP	See "PRINT".
P2$	132	See "PRINT".
P3$	80	See "PRINT".
P4	FP	See "PRINT".
P4$	70	Work variable.
P5	FP	Where to start printing in print line.
P6	FP	Length of field in print line.
P9	FP	Switch to tell whether to print on first time through.
Q	FP	Index at top level.
R	FP	Variable to find record in the Passing file.
R$	79	See "INPUT".
S	FP	Switch which, if = 0, means it's the P&L you're in. If = 1 means you're in supporting schedules.
S$	34	String to hold account types.
S1	FP	Switch which if equal to 1 means the heading has been printed once before.
S7	FP	Switch which if equal 1 means don't print because it's all zero.
S9$	10	Holding string for key on second time through the headings.
T$	390	Totaling string contains SS, ST, TT and NT totals for year-to-date and current fields for budgets, comparatives, and current balance, respectively.
T1$	15	Work variable.

Symbol	Size (bytes)	Description/Use
V$	92	Work variable.
W1	FP	See "WAIT".
W2$	36	See "MESAGE".
W3$	10	See "MESAGE".
X	FP	Work variable.
X$	10	Work variable.
Y	FP	Work variable.
Z	FP	Work variable.

Symbol	Size (bytes)	Description/Use
B	FP	Indicates budgets, comparatives, or neither.
B$	35	Variable containing blanks.
B1	FP	Work variable.
B9$	10	Work variable.
C4%	FP	Logical file number for "FSCODE" or "SSCODE".
C4$	97	Record for "FSCODE" or "SSCODE".
C7%	FP	Logical file number for "GLTEXT".
C7$	70	Record for "GLTEXT".
D	FP	Switch to put "$" in print field.
D$	35	See "PDISP".
D1	FP	Switch to put "$" in print field.
D6	FP	Character in a string that a field starts with.
E2	FP	End flag.
F4$	6	File name = "FSCODE" for Balance Sheet and "SSCODE" for Supporting Schedules.
F7$	6	File name = "GLTEXT".
H	FP	Index in FOR loop.
I	FP	Index in FOR next loop.
I1	FP	See "POSIT".
I2	FP	See "POSIT".
I3	FP	See "INPUT".
I5	FP	See "POSIT".
I6$	35	See "PDISP".
I9$	36	See "INPUT".
J	FP	Index in FOR loop.
J1	FP	Index in FOR loop.
K	FP	Index in FOR loop.
K4$	15	Key for "FSCODE" or "SSCODE".
K7$	4	Key for "GLTEXT".
K8$	15	String to store key.
K9$	15	String to store key.
L	FP	See "PDISP".

Symbol	Size (bytes)	Description/Use
L1%	FP	See "ISAM".
L2%	FP	See "ISAM".
M	FP	The number of copies to be printed.
M%	FP	See "ISAM".
N	FP	See "PDISP".
O%	FP	See "ISAM".
P$	25	Work variable.
PØ$	79	Utility string for GLPAS2 I/O.
P1$	13	See "PRINT".
P2	FP	See "PRINT".
P2$	132	See "PRINT".
P3$	132	See "PRINT".
P4	FP	See "PRINT".
P4$	138	String to store GLPASS file data.
P5	FP	See "PDISP".
P6	FP	See "PDISP".
P6$	15	Work variable.
P9	FP	Work variable.
R$	112	String to store key and record for "FSCODE" and "SSCODE".
S	FP	Switch for Balance Sheet (=Ø) and Supporting Schedules (=1).
S$	38	String to store data to determine what kind of action the "FSCODE" or "SSCODE" calls for.
S1	FP	Switch indicating (=1) a header line with blanks.
S9$	38	String to store key.
TØ$	30	String to store arithmetic numbers.
T1$	75	String to store arithmetic results.
T2$	75	String to store arithmetic results.
W1	FP	See "WAIT".
W2$	36	See "MESAGE".
W3$	10	See "MESAGE".
X	FP	Work variable.

Symbol	Size (bytes)	Description/Use
X$	2	Work variable.
Y	FP	Work variable.
Z	FP	Variable for field in arithmetic strings.
Z1	FP	Switch indicating records with zero amounts.

Symbol	Size (bytes)	Description/Use
A1	FP	See "ANYCHG".
A2	FP	See "ANYCHG".
B$	35	Variable containing blanks.
C1%	FP	Logical file number for "GLJNL".
C1$	47	Master record for "GLJNL".
C2%	FP	Logical file number for "SOURCE".
C2$	30	Master record for "SOURCE".
C3%	FP	Logical file number for "CHART".
C3$	94	Master record for "CHART".
D$	35	See "PDISP".
D1$	35	Starting date.
D2$	20	Ending date.
D6	FP	Beginning byte position in string.
E2	FP	End flag.
F1$	5	"GLJNL" file name.
F2$	6	"SOURCE" file name.
F3$	5	"CHART" file name.
H1$	132	See "PRINT".
H2$	1	See "PRINT".
H3$	1	See "PRINT".
H9$	10	Work string variable.
I	FP	Index in FOR next loop.
I1	FP	See "POSIT".
I2	FP	See "POSIT".
I3	FP	See "INPUT".
I4	FP	See "INPUT".
I5	FP	See "POSIT".
I5$	5	See "INPUT".
I6$	36	See "INPUT".
I7	FP	See "INPUT".
I7$	1	See "MESAGE".

Symbol	Size (bytes)	Description/Use
I8$	35	See "INPUT".
I9$	35	See "INPUT".
J	FP	See "INPUT".
K1$	17	Key for "GLJNL".
K2$	23	Key for "SOURCE".
K3$	7	Key for "CHART".
K9$	10	String in which to save "SOURCE" file key.
L	FP	See "INPUT".
L1%	FP	See "ISAM".
L1$	35	See "PRINT".
L2%	FP	See "ISAM".
L2$	1	See "PRINT".
L3%	FP	Disk unit ISAM index file.
L3$	1	See "PRINT".
L4%	FP	Disk unit ISAM data file.
L4$	1	See "PRINT".
L5$	1	See "PRINT".
L6	FP	See "PRINT".
L7	FP	See "PRINT".
L8	FP	See "PRINT".
L9	FP	See "PRINT".
M	FP	See "INPUT".
M%	FP	See "ISAM".
M$	35	Work variable.
M1$	30	See "MESAGE".
M2$	11	See "MESAGE".
N	FP	See "PDISP".
O%	FP	See "ISAM".
O$	13	Current starting and ending dates.
P1	FP	See "PRINT".
P1$	132	See "PRINT".
P2	FP	See "PRINT".

Symbol	Size (bytes)	Description/Use
P2$	132	See "PRINT".
P3$	132	See "PRINT".
P4	FP	See "PRINT".
P5	FP	Starting position of a print field.
P6	FP	Length of a print field.
R9$	1	See "INPUT".
S1	FP	End flag.
S6$	70	Work variable.
T$	85	Totaling string.
V1	FP	Flag, when = 1, indicates that this is the first transaction for this source, so load the name of the source into the print line.
W1	FP	See "WAIT".
W2$	36	See "MESAGE".
W3$	10	See "MESAGE".
Z1%	FP	See "PRINT".
Z7	FP	See "MESAGE".
Z8	FP	See "MESAGE".
Z9	FP	See "DISPLY".

SYMBOL TABLE

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COMPNY
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Symbol	Size (bytes)	Description/Use
A1	FP	See "ANYCHG".
A2	FP	See "ANYCHG".
B$	35	Variable containing blanks.
C$	31	String to contain company name.
D1	FP	Switch to delete old company.
I	FP	Index in FOR next loop.
I2	FP	See "POSIT".
I2	FP	See "POSIT".
I3	FP	See "INPUT".
I4	FP	See "INPUT".
I5	FP	See "POSIT".
I5$	5	See "INPUT".
I6$	36	See "INPUT".
I7	FP	See "INPUT".
I7$	1	See "MESAGE".
I8$	35	See "INPUT".
I9$	35	See "INPUT".
L	FP	See "INPUT".
M	FP	See "INPUT".
M1$	30	See "MESAGE".
M2$	11	See "MESAGE".
M5$	12	Screen title.
N	FP	See "PDISP".
O%	FP	See "ISAM".
R9$	1	See "INPUT".
S1	FP	Switch to display old company name first.
Z7	FP	See "MESAGE".
Z8	FP	See "MESAGE".
Z9	FP	See "DISPLY".

SYMBOL TABLE

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YREND
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Symbol	Size (bytes)	Description/Use
B$	35	Variable containing blanks.
B1$	271	Master record work area for "BUDCOM".
B9$	139	"BUDCOM" master record.
C1%	FP	Logical file number for "BUDCOM".
C2%	FP	Logical file number for "GLJNL".
C2$	47	Year-to-Date file master record.
D5	FP	Variable to save beginning byte position of comparative in "BUDCOM".
D6	FP	Beginning byte position of comparative in "BUDCOM".
D7	FP	Beginning byte position of field in accounting periods.
E2	FP	End flag.
F1$	6	"BUDCOM" file name.
F2$	5	Year-to-Date ("GLJNL") file name.
I	FP	Index in FOR next loop.
I2	FP	See "POSIT".
I5	FP	See "POSIT".
I6$	5	Work variable.
I7$	1	See "MESAGE".
I9$	25	Work string variable.
J9$	10	Last accounting period's end date.
K$	8	Work variable.
K1$	7	Key for "BUDCOM".
K2$	17	Key for "GLJNL".
L	FP	Work variable.
L1%	FP	See "ISAM".
L2%	FP	See "ISAM".
M%	FP	See "ISAM".
M1$	30	See "MESAGE".
M2$	11	See "MESAGE".
N	FP	See "PDISP".
N1$	6	Program to chain to.
O%	FP	See "ISAM".

Symbol	Size (bytes)	Description/Use
O$	195	String to hold accounting periods.
O1$	13	Work variable.
O2$	13	String to hold the 1st record of the Accounting Periods file.
R	FP	Number of accounting periods in the Accounting Periods file, including current period.
R7	FP	Work variable.
R8	FP	Work variable.
R9	FP	Work variable.
S	FP	Work variable.
T$	15	Totaling string.
V1	FP	Work variable.
W1	FP	See "WAIT".
W2$	36	See "MESAGE".
W3$	10	See "MESAGE".
X$	2	Work variable.
Z7	FP	See "MESAGE".
X8	FP	See "MESAGE".

Symbol	Size (bytes)	Description/Use
B$	35	Variable containing blanks.
B1$	271	"BUDCOM" master record.
B9$	139	Work variable.
C1%	FP	Logical file number for "BUDCOM".
C2%	FP	Logical file number for "GLJNL".
C2$	47	Year-to-Date file master record.
C3%	FP	Logical file number for "CHART".
C3$	94	"CHART" master record.
E2	FP	End flag.
F1$	6	"BUDCOM" file name.
F2$	6	"GLJNL" file name.
F3$	6	"CHART" file name.
I	FP	Index in FOR next loop.
I1	FP	See "POSIT".
I2	FP	See "POSIT".
I5	FP	See "POSIT".
I7	FP	Flag which, when = 1, indicates that the account is not a Balance Sheet account, so do not bring the balance forward.
I9$	25	Work string variable.
J8$	10	Work variable.
J9$	10	Last accounting period's end date.
K$	8	Work variable.
K1$	7	Budgets and Comparatives file key.
K2$	17	Year-to-Date file key.
K3$	7	Chart of Account file key.
K9$	7	String in which to save "BUDCOM" key.
L1%	FP	See "ISAM".
L2%	FP	See "ISAM".
M%	FP	See "ISAM".
N1$	10	Program to chain to.
O%	FP	See "ISAM".
O$	195	String to hold accounting periods.
O2$	13	String to hold the 1st record of the Accounting Periods file.

Symbol	Size (bytes)	Description/Use
R	FP	Number of accounting periods in the Accounting Periods file, including current period.
R7	FP	Work variable.
R8	FP	Work variable.
R9	FP	Work variable.
T$	15	Totaling string.
V1	FP	Flag which, if equal 1, indicates that the Year-End Procedure program has been run immediately prior to Set-Up Procedure.
W1	FP	See "WAIT" symbol tables.
W2$	36	See "MESAGE".
W3$	10	See "MESAGE".
X	FP	Work variable.
X$	2	Work variable.
Z7	FP	See "MESAGE".
Z8	FP	See "MESAGE".

Symbol	Size (bytes)	Description/Use
A1	FP	See "ANYCHG".
B$	35	Variable containing blanks.
C1$	47	Master record for "GLJNL".
C1%	FP	Logical file number for "GLJNL".
C2$	94	Master record for "CHART".
C2%	FP	Logical file number for "CHART".
C3$	13	"1" record in "PRDFIL".
C4$	13	A record for "PRDFIL".
C5$	6	The cutoff period end date.
C6$	6	String to store date.
D3$	12	String to store the dates for 1 accounting period.
D4$	156	String to store the dates for all accounting periods.
E2	FP	End of program flag.
E3$	6	String to store the latest date in "PRDFIL".
F1$	5	Name of file = "GLJNL".
F2$	5	Name of file = "CHART".
F9$	5	String to store a file name.
I	FP	Index in FOR loop.
I1	FP	See "POSIT".
I2	FP	See "POSIT".
I3	FP	See "INPUT".
I5	FP	See "POSIT".
I5$	5	See "INPUT".
I6$	36	See "INPUT".
I7	FP	See "INPUT".
I7$	1	See "MESAGE".
I8$	35	See "INPUT".
I9$	35	See "INPUT".
K1$	17	Key for "GLJNL".
K2$	7	Key for "CHART".
K8$	17	String for storing a key.

Symbol	Size (bytes)	Description/Use
K9$	17	String for storing a key.
L	FP	See "INPUT".
L1%	FP	See "ISAM".
L2%	FP	See "ISAM".
M	FP	See "INPUT".
M%	FP	See "ISAM".
M1$	30	See "MESAGE".
M2	FP	Compress code flag Ø = "N", 1 = "D", 2 = "P".
M2$	11	See "MESAGE".
N	FP	See "PDISP".
O%	FP	See "ISAM".
R9$	1	See "INPUT".
S3$	6	String to store earliest date in "PRDFIL".
S4	FP	Flag indicating an invalid date was entered.
T1$	15	Compress total.
T9$	41	String to store the tag.
W1	FP	See "WAIT".
W2$	36	See "MESAGE".
W3$	10	See "MESAGE".
X$	2	Work variable.
Z7	FP	See "MESAGE".
Z8	FP	See "MESAGE".
Z9	FP	See "DISPLY".

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GLINIT
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Symbol	Size (bytes)	Description/Use
A1	FP(18)	Contains record counts by file.
B	FP	Number of transactions.
B1	FP(18)	Total blocks by file.
B2	FP	Total blocks all files.
B3	FP(18)	Blocks for each year growth.
B$	50	Contains blanks.
C	FP	Number of Postable accounts.
C1	FP	Total number of accounts.
D	FP	Number of auto distributed items.
D1	FP(18)	Number of blocks required for data by file.
D9	FP	Overhead blocks.
E	FP	Error flag.
E9	FP	ERR code.
F	FP	Flag for max disk space.
F$	120	Array of file names.
F1$	6	File name for allocate.
F3	FP	Beginning position file name.
F4	FP	Ending position file name.
G	FP	Growth percentage.
I	FP	Index for loops.
I1	FP	Column.
I2	FP	Row.
I5	FP	Clear screen flag.
I6	FP	Numeric value of input counts.
I6$	7	Input field.
I8$	50	Contains dots.
J	FP	Index for loops.
K	FP(18)	Key size by file.
K1	FP	Key blocks required.

Symbol	Size (bytes)	Description/Use
L	FP	Length of fields.
L1	FP	Disk number.
L2	FP	Length of company name.
N$	250	Company name and address.
N2$	50	Company name record.
M1	FP	Type of activity from menu.
M1$	4	Input area for menu questions.
M9$	37	Contains correction question.
P	FP	Position for printing block requirements.
P1	FP	Number of accounting periods.
Q	FP	Index for loop.
R	FP(18)	Record size by file.
S1	FP(5)	Number of sides of diskettes required.
T1	FP	Number of text lines.
Y	FP	Used in calculating non-ISAM file sizes.
Y$	1	Input "Y" or "N".
Z1	FP	Record blocks required.

Symbol	Size (bytes)	Description/Use
A1	FP	See "ANYCHG".
A2	FP	See "ANYCHG".
B$	35	Variable containing blanks.
D6	FP	See "INPUT".
E2	FP	End flag.
I	FP	Index in FOR next loop.
I1	FP	See "POSIT".
I2	FP	See "POSIT".
I3	FP	See "INPUT".
I4	FP	See "INPUT".
I5	FP	See "POSIT".
I5$	2	See "INPUT".
I6$	36	See "INPUT".
I7	FP	See "INPUT".
I7$	1	See "MESAGE".
I8$	35	See "INPUT".
I9$	35	See "INPUT".
K	FP	Index in "FOR" loops.
L	FP	Length of field.
L1%	FP	See "ISAM".
M	FP	Negative flag.
M$	42	Holds "GLCTL" record.
M1$	30	See "MESAGE".
M2$	11	See "MESAGE".
N	FP	See "PDISP".
N1	FP	Number of tags.
N1$	6	Program to chain to.
O%	FP	See "ISAM".
R9$	1	See "INPUT".
S1	FP	Index for data entry loop, 1st item.
S2	FP	Index for data entry loop, last item.

Symbol	Size (bytes)	Description/Use
T9$	30	Holds screen tags.
W1	FP	See "WAIT".
W2$	36	See "MESAGE".
W3$	10	See "MESAGE".
Z7	FP	See "MESAGE".
Z8	FP	See "MESAGE".
Z9	FP	See "DISPLY".

Symbol	Size (bytes)	Description/Use
B$	35	String containing blanks.
I1	FP	Row on which data will be input.
I2	FP	Column on which data will be input.
I3	FP	Maximum size of field.
I4	FP	Minimum size of field.
I5	FP	See "POSIT".
I5$	2	Type of field - "A" = Alphanumeric, "#" = Numeric, "N" = Numeric without default to 0, "YN" = Yes/No field that defaults to "N", "YY" = Yes/No field that defaults to "Y", "?E" = field that accepts "END", "$" = Dollar field, "?-" = field accepts minus sign.
I6$	36	String into which data is input.
I7	FP	Return code - normally I7 = 1 means abort ("ESC" typed), I7 = 2 means "END" typed. In a "Y?" field I7 = 1 means "Y" and I7 = 2 means "N".
I8$	35	String containing all dots.
I9$	35	Work string variable used for editing. Also used outside "INPUT" for temporary variable and string arithmetic.
L	FP	Length of data input.
M	FP	Flag indicating "-" entered in numeric field.
M1$	30	See "MESAGE".
N	FP	Number of digits (counting "-") in numeric field.
O%	FP	See "DISPLY".
R9$	1	Character for "RESTART" (Code/Cancel).
I	FP	Temporary work field (Pos & for next loops).

SYMBOL TABLE

D-BASIC
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WAIT
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Symbol	Size (bytes)	Description/Use
W1	FP	Wait option - W1 = 1 is clear the screen and print "PROCESSING OCCURRING...PLEASE WAIT". W1 = 2 is "PRINTING OCCURRING...PLEASE WAIT", W1 = 3 is the same as option 1 but clear from 2nd line, W1 = 4 is print "PLEASE WAIT ..." on the bottom line.
W2$	36	Holds part of a "WAIT" message.
W3$	10	Holds part of a "WAIT" message. ("PROCESSING").

Symbol	Size (bytes)	Description/Use
A1	FP	See "ANYCHG".
B$	35	Variable containing blanks.
I1	FP	See "POSIT".
I2	FP	See "POSIT".
I3	FP	See "INPUT".
I4	FP	See "INPUT".
I5$	2	See "INPUT".
I6$	36	See "INPUT".
I7	FP	See "INPUT".
K1$	FP	Name of field to be entered.
L	FP	See "INPUT".
S1	FP	As incoming code, S1 = 0 is Alphanumeric fields, S1 = 1 is Numeric fields. As return code S1 = 0 is normal return, S1 = 1 means "END" typed.
S2$	Varies	Starting number.
S3$	Varies	Ending number.

SYMBOL TABLE

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PRINT
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Symbol	Size (bytes)	Description/Use
B$	35	Variable containing blanks.
H1$	Varies	Heading line #1.
H2$	Varies	Heading line #2.
H3$	Varies	Heading line #3.
H4$	Varies	Heading line #4.
J	FP	Index in FOR loop.
L1$	Varies	Legend line #1.
L2$	Varies	Legend line #2.
L3$	Varies	Legend line #3.
L4$	Varies	Legend line #4.
L5$	Varies	Legend line #5.
L6	FP	Flag for extra line feeds.
L7	FP	Flag for extra line feeds.
L8	FP	Flag for extra line feeds.
P1	FP	Starting column of report title.
P1$	132	Top line of report.
P2	FP	Line counter.
P2$	132	Detail print line; also, print line where date to be printed is loaded.
P3$	Varies	The report title.
P4	FP	Page counter.
Z1%	1	Flag for 1st time legend print.

Symbol	Size (bytes)	Description/Use
I1	FP	Row to position to.
I2	FP	Column to position to.
I5	FP	Option - I5 = 0 is position only, I5 = 1 is clear to the end of screen after positioning, I5 = 2 is clear to the end of line after positioning.

S Y M B O L T A B L E

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PDISP
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Symbol	Size (bytes)	Description/Use
D$	13	Variable in which edited result is put.
D6	FP	Starting position of field in master record.
I3	FP	Length of field in master record.
I6$	36	Temporary work variable.
I9$	35	Work variable.
J	FP	Position of blank in I9$.
L	FP	Length of field.
N	FP	Flag indicating a negative field is being edited.
P5	FP	Starting position of field in print line.
P6	FP	Length of print field.
M$	Varies	Master record currently being formatted for print.
O%	1	Option for type of field. 1 dollar field, 2 numeric field.
P2$	132	Print line.

Symbol	Size (bytes)	Description/Use
E1	DP	End program flag.
I1	FP	See "POSIT".
I6$	36	See "INPUT".
I7	FP	See "INPUT".
M1	FP	Selection code - M1 = 1 is ADD mode, M1 = 2 is CHANGE/INQUIRE mode, M1 = 3 is DELETE mode, M1 = 4 is PRINT mode, M1 = 5 is an alpha list for a master maintenance module and posting option for a transaction entry module.
M3$	FP	Contains description of file maintenance item, i.e. "CHART", "TEXT", "ACCOUNTS", etc.
M4$	24	Holds mode to be displayed at top of screen. ("Add CHANGE, INQUIRE, DELETE").
M5$	FP	Title of application to display at top of screen.
S2$	FP	Contains "WAIT" message for chaining to print module.
W2$	FP	See "WAIT".
W3$	FP	See "WAIT".

Symbol	Size (bytes)	Description/Use
I1	FP	See "INPUT".
I5	FP	See "POSIT".
I7$	1	Accepts carriage return after error message printed on screen.
L	FP	Used temporarily to preserve column.
M1$	30	String variable to hold messages.
M2$	11	String variable that holds "TYPE RETURN".
N	FP	Used temporarily to preserve current row.
Z7	FP	Column for "TYPE RETURN" to appear on screen.
Z8	FP	Contains last row used for cursor positioning.
Z9	FP	Contains last row used for error message.

Symbol	Size (bytes)	Description/Use
A1	FP	Option and Return code - incoming A1 = 2 means skip the "WHAT # ?" logic, outgoing A1 = 0 means "N" typed to "ANYCHG ?", A1 = 1 means "Y" typed.
A2	FP	Number of field to be changed.
I2	FP	See "POSIT".
I6$	Varies	Holds the number input after "WHAT ?" question.
I7	FP	See "INPUT".

Symbol	Size (bytes)	Description/Use
I5	FP	See "POSIT".
I9$	35	Used temporarily for editing.
O%	FP	Option - O% = 1 is Edit Date field, O% = 2 is Edit and Print a Dollar field, O% = 3 is Edit a number field.
Z9	FP	Numeric variable of field to be edited.

S Y M B O L T A B L E

D-BASIC
Release: 001
Date: 07/31/79

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ISAM
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Symbol	Size (bytes)	Description/Use
C%	I	Logical file number.
E	FP	Contains ERR.
E2	FP	Return error code.
F$	Max 10	File name
K$	Max 24	Key area.
L1%	I	Disk unit "ISAM" data file.
L2%	I	Disk unit "ISAM" index file.
M%	I	Mode for open and close.
M$	Max 255	Data area.
O%	I	Option : See below.

OPTIONS:

1. Add a record.
2. Read a record.
3. Re-write a record.
4. Delete a record.
5. Read next sequential record.
6. Close "ISAM" file pair.
7. Read 1st record in file.
8. Open "ISAM" file pair.

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FILE DEFINITIONS

SECTION VI

FILE DEFINITIONS

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FILE DEFINITION

GENERAL LEDGER

D-BASIC
Release: 001
Date: 07/31/79

GLCTL
(General Ledger Accounts File)
FDGL1
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File Type: RANDOM

Data Record Size: 42

Permanent File

Record No.	Field Description	(Bytes)	Size Type	Position	Record Format
1	Multiple Profit Centers ?	1	A	1-1	Y/N
1	Accrual Source Code	6	S	2-7	XXXXXX
1	Blanks	35	—	8-42	

FILE DEFINITION

GENERAL LEDGER

D-BASIC
Release: 001
Date: 07/31/79

PRDFIL
(General Ledger Accounting Periods File)
FDGL2

File Type: RANDOM

Data Record Size: 13

Permanent File

Record No.	Field Description	(Bytes)	Size Type	Position	Record Format
1	Total number of accounting periods	3	D	1-2	XX
1	Line number of the starting date which matches current period starting date.	3	D	3-4	XX
1	Line number of the ending date which matches current period ending date.	3	D	5-6	XX
2	Current accounting period starting date.	6	D	1-6	MM/DD/YY
2	Current accounting period ending date	6	D	7-12	MM/DD/YY
2	Blank			13	
3	Period #1 starting date	6	D	1-6	MM/DD/YY
3	Period #1 ending date	6	D	7-12	MM/DD/YY
	Blank			13	
4	Period #2 starting date	6	D	1-6	MM/DD/YY
4	Period #2 ending date	6	D	7-12	MM/DD/YY
	Blank			13	
5	Period #3 starting date	6	D	1-6	MM/DD/YY
5	Period #3 ending date	6	D	7-12	MM/DD/YY
	Blank			13	
6	Period #4 starting date	6	D	1-6	MM/DD/YY
6	Period #4 ending date	6	D	7-12	MM/DD/YY
	Blank			13	

FILE DEFINITION

GENERAL LEDGER

D-BASIC
Release: 001
Date: 07/31/79

PRDFIL
(General Ledger Accounting Periods File)
FDGL2

File Type: RANDOM

Data Record Size: 13

Permanent File

Record No.	Field Description	(Bytes)	Size Type	Position	Record Format
7	Period #5 starting date	6	D	1-6	MM/DD/YY
7	Period #5 ending date	6	D	7-12	MM/DD/YY
	Blank			13	
8	Period #6 starting date	6	D	1-6	MM/DD/YY
8	Period #6 ending date	6	D	7-12	MM/DD/YY
	Blank			13	
9	Period #7 starting date	6	D	1-6	MM/DD/YY
9	Period #7 ending date	6	D	7-12	MM/DD/YY
	Blank			13	
10	Period #8 starting date	6	D	1-6	MM/DD/YY
10	Period #8 ending date	6	D	7-12	MM/DD/YY
	Blank			13	
11	Period #9 starting date	6	D	1-6	MM/DD/YY
11	Period #9 ending date	6	D	7-12	MM/DD/YY
	Blank			13	
12	Period #10 starting date	6	D	1-6	MM/DD/YY
12	Period #10 ending date	6	D	7-12	MM/DD/YY
	Blank			13	
13	Period #11 starting date	6	D	1-6	MM/DD/YY
13	Period #11 ending date	6	D	7-12	MM/DD/YY
	Blank			13	

FILE DEFINITION

GENERAL LEDGER

D-BASIC
Release: 001
Date: 07/31/79

PRDFIL
(General Ledger Accounting Periods File)
FDGL2

File Type: RANDOM

Data Record Size: 13

Permanent File

Record No.	Field Description	(Bytes)	Size Type	Position	Record Format
14	Period #12 starting date	6	D	1-6	MM/DD/YY
14	Period #12 ending date	6	D	7-12	MM/DD/YY
	Blank			13	
15	Period #13 starting date	6	D	1-6	MM/DD/YY
15	Period #13 ending date	6	D	7-12	MM/DD/YY
15	Blank	1	—	13	

FILE DEFINITION

GENERAL LEDGER

D-BASIC
Release: 001
Date: 07/31/79

GLTEXT
(General Ledger Text File Maintenance)
FDGL3
Page 1 of 1

File Type: ISAM
Key Size (bytes): 4 Data Record Size: 70 Permanent File

Key or Data	Field Description	Size (Bytes)	Type	Record Position	Format
K	Text number	2	D	1-2	
K	Line number	2	D	3-4	See Note 1
D	Description	3Ø	A	1-3Ø	See Note 2
D	Filler	4Ø	A	31-7Ø	
D	Text	7Ø	A	1-7Ø	See Note 2

NOTES:

1. Line number = ØØ for Description.
2. The first record contains the Description and the remaining one(s) contain(s) one line of text each.

FILE DEFINITION

GENERAL LEDGER

D-BASIC
Release: 001
Date: 07/31/79

CHART
(Chart of Accounts Files)
FDGL4
Page 1 of 1

File Type: ISAM
Key Size (bytes): 7 Data Record Size: 94 Permanent File

Key or Data	Field Description	Size (Bytes)	Type	Record Position	Format
K	Account number	7	D	1-7	XXXX-XXX
D	Description	3Ø	A	1-3Ø	
D	Counter-Balance-Account	7	D	31-37	XXXX-XXX
D	Auto Distribution Code	3	D	38-4Ø	
D	Section-Subtotal Indicator	1	YN	41-41	*
D	Financial Statement Code 1	8	A	42-49	X-XXX-XX-XX
D	Financial Statement Code 2	8	A	5Ø-51	X-XXX-XX-XX
D	Financial Statement Code 3	8	A	58-65	X-XXX-XX-XX
D	Supporting Schedule Code 1	8	A	66-73	X-XXX-XX-XX
D	Supporting Schedule Code 2	8	A	74-81	X-XXX-XX-XX
D	Supporting Schedule Code 3	8	A	82-89	X-XXX-XX-XX
D	Source & Application Code 1	1	A	9Ø-9Ø	T - Title, C - Case
D	Source & Application Code 2	1	A	91-91	**
D	Source & Application Code 3	1	A	92-92	***
D	Parenthesis Control Code	11	A	93-93	****
D	Compression Code	1	A	94-94	*****

* - Y = Section subtotal, N = Not a Section subtotal on trial Balance
** - I = Net Income, N = Not affecting Funds & Flow.
*** - A = Current Assets, L = Current Liabilities, F = Funds Flow.
**** - C = Parenthesis if credit, D = Parenthesis if debit.
***** - N = No compress, D = Date compress, P = Period compress.

FILE DEFINITION

GENERAL LEDGER

D-BASIC
Release: 001
Date: 07/31/79

BUDCOM
(Budgets and Comparatives File)
FDGL5

File Type: ISAM
Key Size (bytes): 8 Data Record Size: 142 Permanent File

Key or Data	Field Description	Size (Bytes)	Type	Record Position	Format
K	Account number	7	D	1-7	XXXX-XXX
K	Record number	1		8-8	"1"
D	Budget Period 1	9	D	1-9	XX,XXX,XXX-
D	Budget Period 2	9	D	1Ø-18	XX,XXX,XXX-
D	Budget Period 3	9	D	19-27	XX,XXX,XXX-
D	Budget Period 4	9	D	28-36	XX,XXX,XXX-
D	Budget Period 5	9	D	37-45	XX,XXX,XXX-
D	Budget Period 6	9	D	46-54	XX,XXX,XXX-
D	Budget Period 7	9	D	55-63	XX,XXX,XXX-
D	Budget Period 8	9	D	64-72	XX,XXX,XXX-
D	Budget Period 9	9	D	73-81	XX,XXX,XXX-
D	Budget Period 1Ø	9	D	82-9Ø	XX,XXX,XXX-
D	Budget Period 11	9	D	91-99	XX,XXX,XXX-
D	Budget Period 12	9	D	1ØØ-1Ø8	XX,XXX,XXX-
D	Budget Period 13	9	D	1Ø9-117	XX,XXX,XXX-
D	Comparative Last Yr Per 1	11	D	118-128	XX,XXX,XXX.XX-
D	Comparative Last Yr Per 2	11	D	129-139	XX,XXX,XXX.XX-
K	Account	7	D	1-7	XXXX-XXX
K	Record number	1	D	8-8	"2"
D	Comparative Last Yr Per 3	11	D	1-11	XX,XXX,XXX.XX-
D	Comparative Last Yr Per 4	11	D	12-22	XX,XXX,XXX.XX-
D	Comparative Last Yr Per 5	11	D	23-33	XX,XXX,XXX.XX-
D	Comparative Last Yr Per 6	11	D	34-44	XX,XXX,XXX.XX-

FILE DEFINITION

GENERAL LEDGER

D-BASIC
Release: 001
Date: 07/31/79

BUDCOM
(Budgets and Comparatives File)
FDGL5

File Type: ISAM
Key Size (bytes): 8 Data Record Size: 142 Permanent File

Key or Data	Field Description	Size (Bytes)	Type	Record Position	Format
D	Comparative Last Yr Per 7	11	D	45-55	XX,XXX,XXX.XX-
D	Comparative Last Yr Per 8	11	D	56-66	XX,XXX,XXX.XX-
D	Comparative Last Yr Per 9	11	D	67-77	XX,XXX,XXX.XX-
D	Comparative Last Yr Per 1Ø	11	D	78-88	XX,XXX,XXX.XX-
D	Comparative Last Yr Per 11	11	D	89-99	XX,XXX,XXX.XX-
D	Comparative Last Yr Per 12	11	D	100-110	XX,XXX,XXX.XX-
D	Comparative Last Yr Per 13	11	D	111-121	XX,XXX,XXX.XX-
D	Prior Year Beginning Balance	11	D	122-132	XX,XXX,XXX.XX-
D	Blank	9		133-142	

FILE DEFINITION

GENERAL LEDGER

D-BASIC
Release: 001
Date: 07/31/79

FSIDX
(Financial Statements Index)
FDGL8

File Type: ISAM
Key Size (bytes): 15 Data Record Size: 31 Temporary File

Key or Data	Field Description	Size (Bytes)	Type	Record Position	Format
K	Financial Statement Code	8	A	1-8	X-XXX-XX-XX
K	Account Number	7	D	9-15	XXXX-XXX
D	Description	30	A	1-30	
D	Parenthesis Control	1	A	31-31	

FILE DEFINITION

GENERAL LEDGER

D-BASIC
Release: 001
Date: 07/31/79

SSIDX
(Support Schedules Index)
FDGL9
Page 1 of 1

File Type: ISAM
Key Size (bytes): 15 Data Record Size: 31 Temporary File

Key or Data	Field Description	Size (Bytes)	Type	Record Position	Format
K	Support Schedule Code	8	A	1-8	X-XXX-XX-XX
K	Account Number	7	D	9-15	XXXX-XXX
D	Description	30	A	1-30	
D	Parenthesis Control	1	A	31-31	

FILE DEFINITION

GENERAL LEDGER

D-BASIC
Release: 001
Date: 07/31/79

SAIDX
(Source & Application of Funds Index)
FDGL10
Page 1 of 1

File Type: ISAM
Key Size (bytes): 11 Data Record Size: 39 Temporary File

Key or Data	Field Description	Size (Bytes)	Type	Record Position	Format
K	Source & Application of Funds Index	1	D	1-1	See Note 1
K	Financial Statement Sequence #	3	D	2-4	XXX
K	Account Number	7	D	5-11	XXXX-XXX
D	Financial Statement Code	8	A	1-8	X-XXX-XX-XX
D	Description	3Ø	A	9-38	
D	Parenthesis Control	1	A	39-39	

NOTES:

1. Ø = T
   1 = C
   2 = I
   3 = N
   4 = A
   5 = L
   6 = F

FILE DEFINITION

GENERAL LEDGER

D-BASIC
Release: 001
Date: 07/31/79

DSCDFL
(G/L Distribution Code File Maintenance)
FDGL11

File Type: ISAM
Key Size (bytes): 10 Data Record Size: 6 Permanent File

Key or Data	Field Description	Size (Bytes)	Type	Record Position	Format
K	Code Number	3	D	1-3	
K	Account Number	7	D	4-1Ø	XXXX-XXX
D	Distribution Percentage	6	D	1-6	XXX.XX- See Note 1

NOTES:

1. At least one and up to 12 account numbers and percentages are entered.

FILE DEFINITION

GENERAL LEDGER

D-BASIC
Release: 001
Date: 07/31/79

GLTRX
(G/L Transaction File)

FDGL12
Page 1 of 1

File Type: ISAM
Key Size (bytes): 17 Data Record Size: 88 Temporary File

Key or Data	Field Description	Size (Bytes)	Type	Record Position	Format
K	Account Number	7	D	1-7	XXXX-XXX
K	Transaction Date	6	D	8-13	YYMMDD
K	Sequence	4	D	14-17	
D	Account Description	3Ø	A	1-3Ø	
D	Amount	11	D	31-41	$XX,XXX,XXX.XX- *
D	Source	6	A	42-47	
D	Reference	3Ø	A	48-77	
D	Counter Balance Account	7	D	78-84	
D	Auto Distribution Code	3	D	85-87	
D	Auto Accrual Reversal	1	A	88-88	

* Credit amount is a negative value

FILE DEFINITION

GENERAL LEDGER

D-BASIC
Release: 001
Date: 07/31/79

GLTOT
(General Ledger Running Total)
FDGL13
Page 1 of 1

File Type: RANDOM

Data Record Size: 13

Permanent File

Record No.	Field Description	(Bytes)	Size Type	Position	Record Format
	G/L Running Total	12	D	1-12	XXX,XXX,XXX.XX-
	Blank	1	—	13-13	

FILE DEFINITION

GENERAL LEDGER

D-BASIC
Release: 001
Date: 07/31/79

GLJNL
(G/L Year-To-Date File)

FDGL14
Page 1 of 1

File Type: ISAM
Key Size (bytes): 17 Data Record Size: 47 Permanent File

Key or Data	Field Description	Size (Bytes)	Type	Record Position	Format
K	Account Number	7	D	1-7	
K	Transaction Date	6	D	8-13	YYMMDD
K	Sequence Number	4	D	14-17	
D	Amount	11	D	1-11	-XXXXXXXX.XX
D	Source	6	A	12-17	
D	Reference	3Ø	A	18-47	

FILE DEFINITION

GENERAL LEDGER

D-BASIC
Release: 001
Date: 07/31/79

FSCODE
(Financial Statements Index)
FDGL16
Page 1 of 1

File Type: ISAM
Key Size (bytes): 15 Data Record Size: 97 Temporary File

Key or Data	Field Description	Size (Bytes)	Type	Record Position	Format
K	Financial Statement Code	8	A	1-8	X-XXX-XX-XX
K	Account Number	7	D	9-15	XXXX-XXX
D	Description	3Ø	A	1-3Ø	
D	Parenthesis Control	1	A	31-31	
D	Beginning Budget Amount	11	D	32-42	
D	Current Budget Amount	11	D	43-53	
D	Beginning Comparative Amount	11	D	54-64	
D	Current Comparative Amount	11	D	65-75	
D	Beginning Balance	11	D	76-86	
D	Current Balance	11	D	87-97	

FILE DEFINITION

GENERAL LEDGER

D-BASIC
Release: 001
Date: 07/31/79

SSCODE
(Supporting Schedules Index)
FDGL17
Page 1 of 1

File Type: ISAM
Key Size (bytes): 15 Data Record Size: 97 Temporary File

Key or Data	Field Description	Size (Bytes)	Type	Record Position	Format
K	Supporting Schedules Code	8	A	1-8	X-XXX-XX-XX
K	Account Number	7	D	9-15	XXXX-XXX
D	Description	3Ø	A	1-3Ø	
D	Parenthesis Control	1	A	31-31	
D	Beginning Budget Amount	11	D	32-42	
D	Current Budget Amount	11	D	43-53	
D	Beginning Comparative Amount	11	D	54-64	
D	Current Comparative	11	D	65-75	
D	Beginning Balance	11	D	76-86	
D	Current Balance	11	D	87-97	

FILE DEFINITION

GENERAL LEDGER

D-BASIC
Release: 001
Date: 07/31/79

SACODE
(Source and Applications of Funds Index)
FDGL18

File Type: FMS
Key Size (bytes): 11 Data Record Size: 105 Temporary File

Key or Data	Field Description	Size (Bytes)	Type	Record Position	Format
K	Source & Applications of Funds Code	1	D	1-1	See note 1 below.
K	Financial Statements Sequence Number	3	D	2-4	XXX
K	Account Number	7	D	5-11	XXXX-XXX
D	Financial Statement Code	8	A	1-8	X-XXX-XX-XX
D	Description	30	A	9-38	
D	Parenthesis Control	1	A	39-39	
D	Current Period's Balance	11	D	40-50	(Net Change)
D	Prior Period's Ending Balance	11	D	51-61	See note 2 below.
D	Year's Beginning Balance	11	D	62-72	
D	Same Period Last Year	11	D	73-83	(Net Change)
D	Comparative Prior Period Ending Balance	11	D	84-94	See note 3 below.
D	Comparative's Prior Year Ending Balance	11	D	95-105	(Year before last)

NOTES:

1. 0 = T, 1 = C, 2 = I, 3 = N, 4 = A, 5 = L, 6 = F.
2. Net change for year to end of last period.
3. Net change for prior year to end of preceding period corresponding to 62-72.

FILE DEFINITION

GENERAL LEDGER

D-BASIC
Release: 001
Date: 07/31/79

GLPASS
(Passing File #1)

FDGL19
Page 1 of 2

File Type: RANDOM

Data Record Size: 25

Permanent File

Record No.	Field Description	Size (Bytes)	Type	Record Position	Format
1	Line number of selection	2	D	1-2	nn
1		2	D	3-4	nn
1		2	D	5-6	nn
1		2	D	7-8	nn
1		2	D	9-1Ø	nn
1		2	D	11-12	nn
1		2	D	13-14	nn
1		2	D	15-16	nn
1		2	D	17-18	nn
1		2	D	19-2Ø	nn
1		2	D	21-22	nn
1		2	D	23-24	nn
D	Blank	1	—	25-25	

FILE DEFINITION

GENERAL LEDGER

D-BASIC
Release: 001
Date: 07/31/79

GLPASS
(Passing File #1)

FDGL19
Page 2 of 2

File Type: RANDOM

Data Record Size: 25

Permanent File

Record No.	Field Description	Size (Bytes)	Type	Record Position	Format
See Note 1 below	Profit Center Number	3	D	1-3	XXX
	Format Number	1	D	4-4	X
	Ratios ?	1	A	5-5	Y/N
	Profit & Loss Original Copies	1	D	6-6	
	Profit & Loss Budget or Comparative Copies	1	A	7-7	B/C
	Balance Sheet Original Copies	1	D	8-8	X
	Balance Sheet Budget or Comparative Supporting Schedules	1	A	9-9	B/C
	Original Copies Supporting Schedules	1	D	10-10	X
	Budget or Comparative	1	A	11-11	B/C
	SAF Original Copies	1	D	12-12	X
	SAF Budget or Comparative	1	A	13-13	B/C
	Blank	2	—	14-15	
14	Selection Number being processed	2	D	1-2	
14	Specification Number being processed	2	D	3-4	XX
14	Blank	21	A	5-25	

NOTE:

1. This is for Records 2 through 13.

FILE DEFINITION

GENERAL LEDGER

D-BASIC
Release: 001
Date: 07/31/79

GLPAS2
(Passing File #2)

FDGL20
Page 1 of 1

File Type: RANDOM

Data Record Size: 79

Permanent File

Record No.	Field Description	Size (Bytes)	Type	Record Position	Format
1	Ratio Total for Current Budget	13	D	1-13	X,XXX,XXX,XXX.XX-
1	Ratio Total for Year-To-Date Budget	13	D	14-26	
1	Ratio Total for Current Comparative	13	D	27-39	
1	Ratio Total for Year-To-Date Budget	13	D	4Ø-52	
1	Ratio Total for Current Balance	13	D	53-65	
1	Ratio Total for Year-To-Date Balance	13	D	66-78	
1	Blank	1		79-79	
2	P & L Total for Current Budget	13	D	1-13	X,XXX,XXX,XXX.XX-
2	P & L Total for Year-To-Date Budget	13	D	14-26	
2	P & L Total for Current Comparative	13	D	27-39	
2	P & L Total for Year-To-Date Budget	13	D	40-52	
2	P & L total for Current Balance	13	D	53-65	
2	P & L Total Year-To-Date Balance	13	D	66-78	
2	Blank	1	—	79-79	

FILE DEFINITION

GENERAL LEDGER

D-BASIC
Release: 001
Date: 07/31/79

SOURCE
(Source Index File)

FDGL21
Page 1 of 1

File Type: ISAM
Key Size (bytes): 23 Data Record Size: 30 Temporary File

Key or Data	Field Description	Size (Bytes)	Type	Record Position	Format
K	Source	6	A	1-6	
K	Account Number	7	D	7-13	XXXX-XXX
K	Date	6	D	14-19	YYMMDD
K	Sequence Number	4	D	2Ø-23	
M	Description	3Ø	A	1-3Ø	

FILE DEFINITION

GENERAL LEDGER

D-BASIC
Release: 001
Date: 07/31/79

CMPANY
(Financial Statements Company Name)
FDGL22
Page 1 of 1

File Type: RANDOM

Data Record Size: 50

Permanent File

Record No.	Field Description	Size (Bytes)	Type	Record Position	Format
1	Company Name	5Ø	A	1-5Ø	

FILE DEFINITION

GENERAL LEDGER

D-BASIC
Release: 001
Date: 07/31/79

CONAME
(Company Name and Address File)
FDGL24
Page 1 of 1

File Type: SEQUENTIAL
Key Size (bytes): N/A Data Record Size: 50 Permanent File

Key or Data	Field Description	Size (Bytes)	Type	Record Position	Format
D	Company Name	50	A	1-50	
D	Address Line #1	50	A	1-50	
D	Address Line #2	50	A	1-50	
D	Address Line #3	50	A	1-50	
D	Address Line #4	50	A	1-50	

* These are actually five 50 character records rather than a definition of one record. They are edited into the file by the user at installation time.

NOTES:

Used in print programs to get the company name to insert in the title.

All data should be entered in the 50 character line as you wish it to appear when printed.

SECTION 7
VIDEO DISPLAYS

SECTION VII

VIDEO DISPLAY FORMATS

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VIDEO DISPLAY UNIT FORMAT

G/L

D-BASIC
Release: 001
Date: 07/31/79

Menu

Display Screen: 80 X 24

```
GENERAL LEDGER                    RELEASE 1    VERSION 1

PLEASE SELECT ..

    1. TEXT FILE MAINTENANCE                        9. FINANCIAL REPORT SELECTION

    2. CHART OF ACCOUNTS                            10. SOURCE CROSS REFERENCE

    3. DISTRIBUTION CODE FILE MAINTENANCE           11. UPDATE COMPANY NAME

    4. ACCOUNTING PERIOD MAINTENANCE                12. YEAR END PROCEDURE

    5. JOURNAL TRANSACTION ENTRY & EDITING          13. JOURNAL FILE COMPRESS

    6. TRIAL BALANCE/GENERAL LEDGER REPORT          14. BACKUP G/L DATA DISKETTE

    7. ACCOUNT INQUIRY                              15. INITIALIZE GENERAL LEDGER SYSTEM

    8. GL WORKSHEET
```

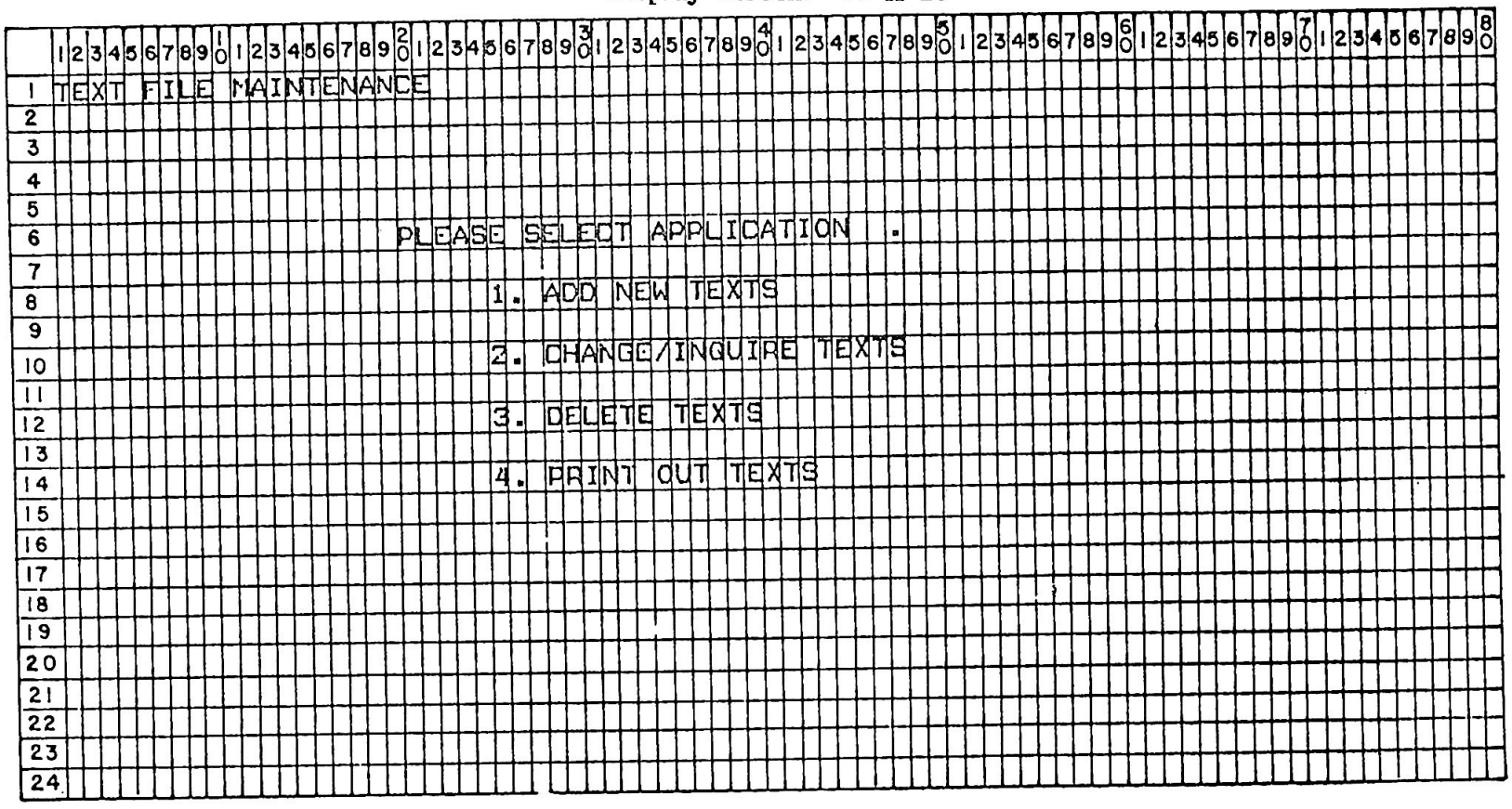
VIDEO DISPLAY UNIT FORMAT

G/L

D-BASIC
Release: 001
Date: 07/31/79

Text File Maintenance

Display Screen: 64 X 16



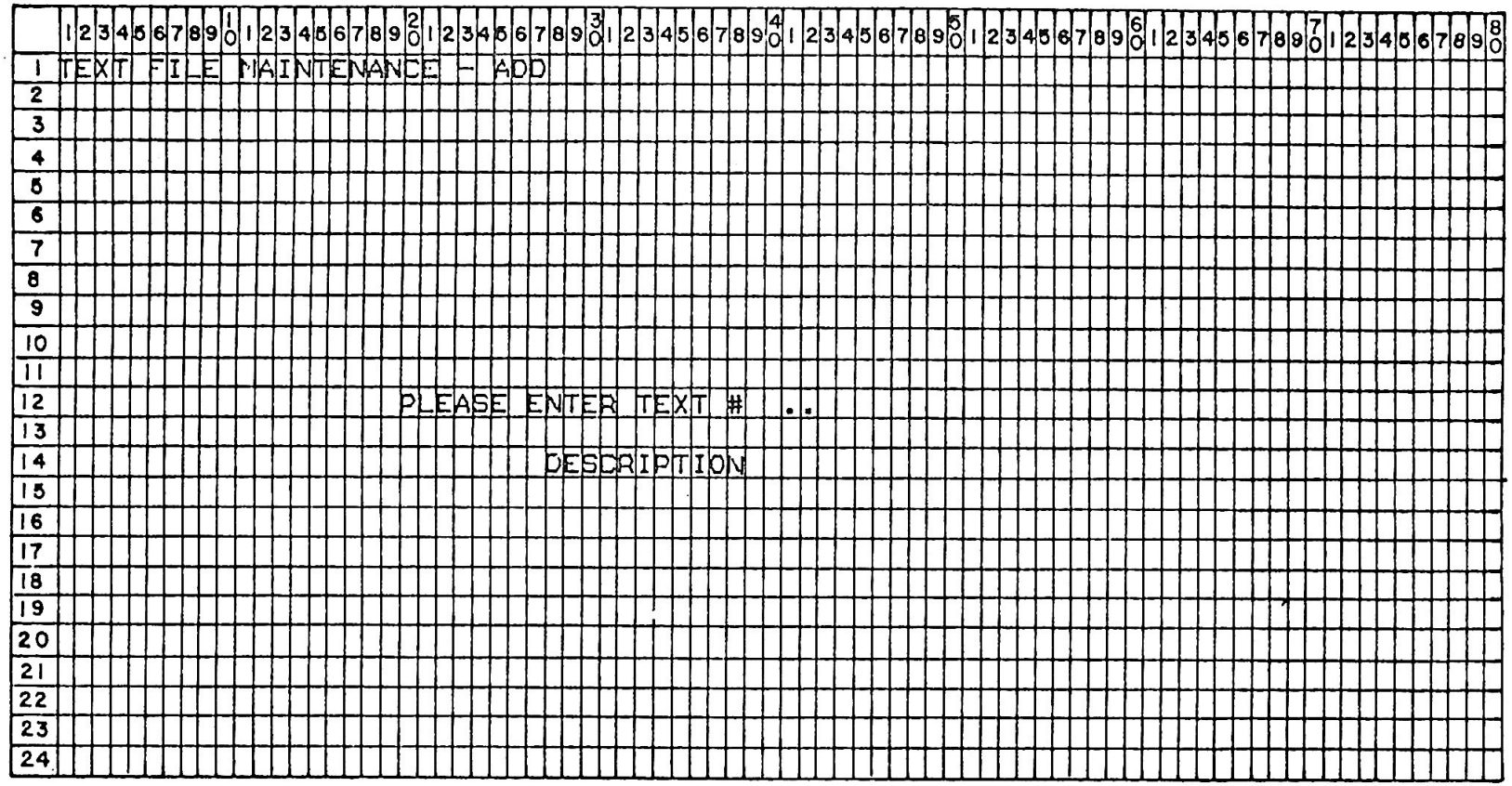
VIDEO DISPLAY UNIT FORMAT

G/L

D-BASIC
Release: 001
Date: 07/31/79

Text File Maintenance - Add

Display Screen: 64 X 16



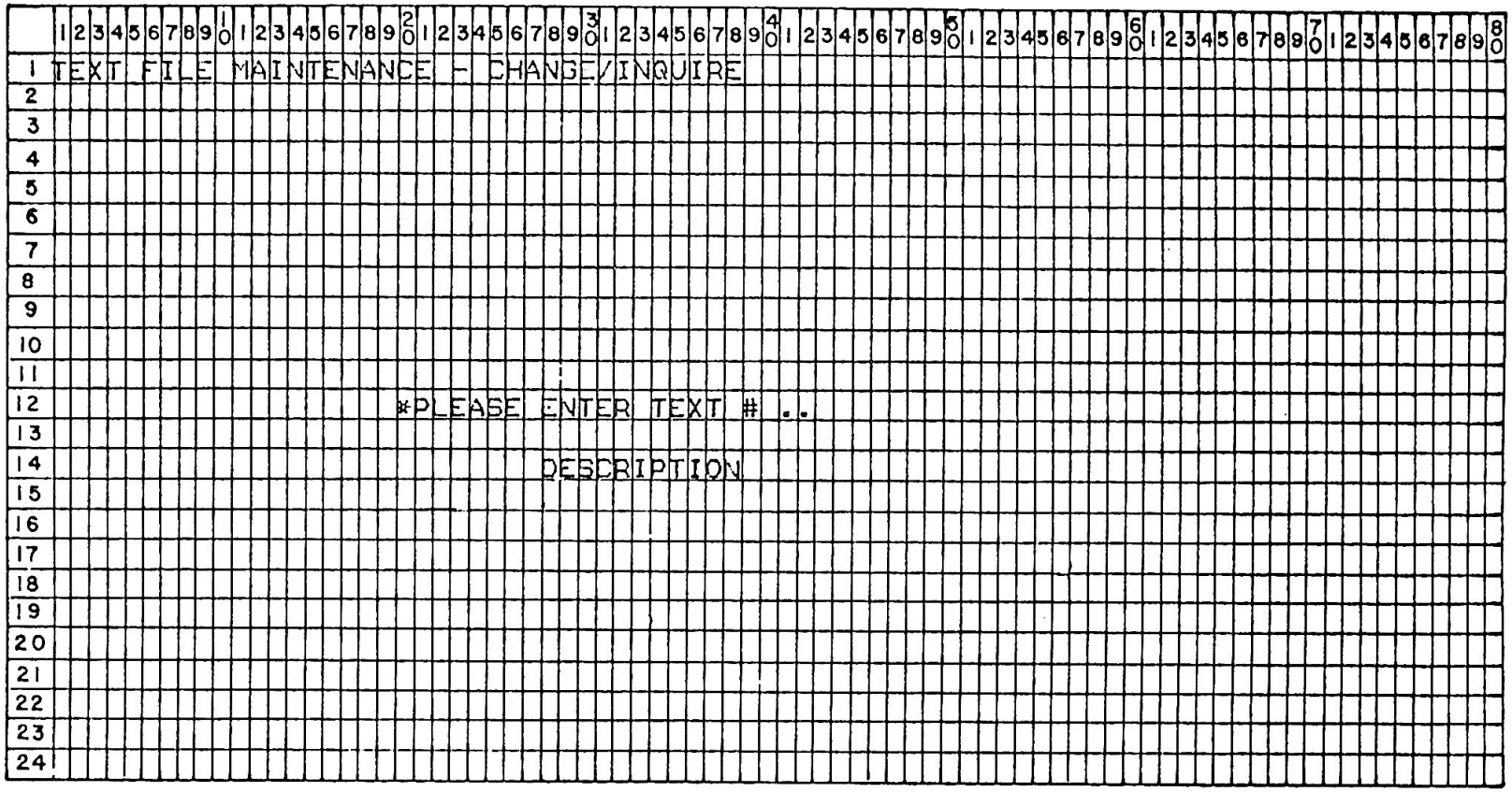
VIDEO DISPLAY UNIT FORMAT

G/L

D-BASIC
Release: 001
Date: 07/31/79

Text File Maintenance - Change/Inquire

Display Screen: 64 X 16



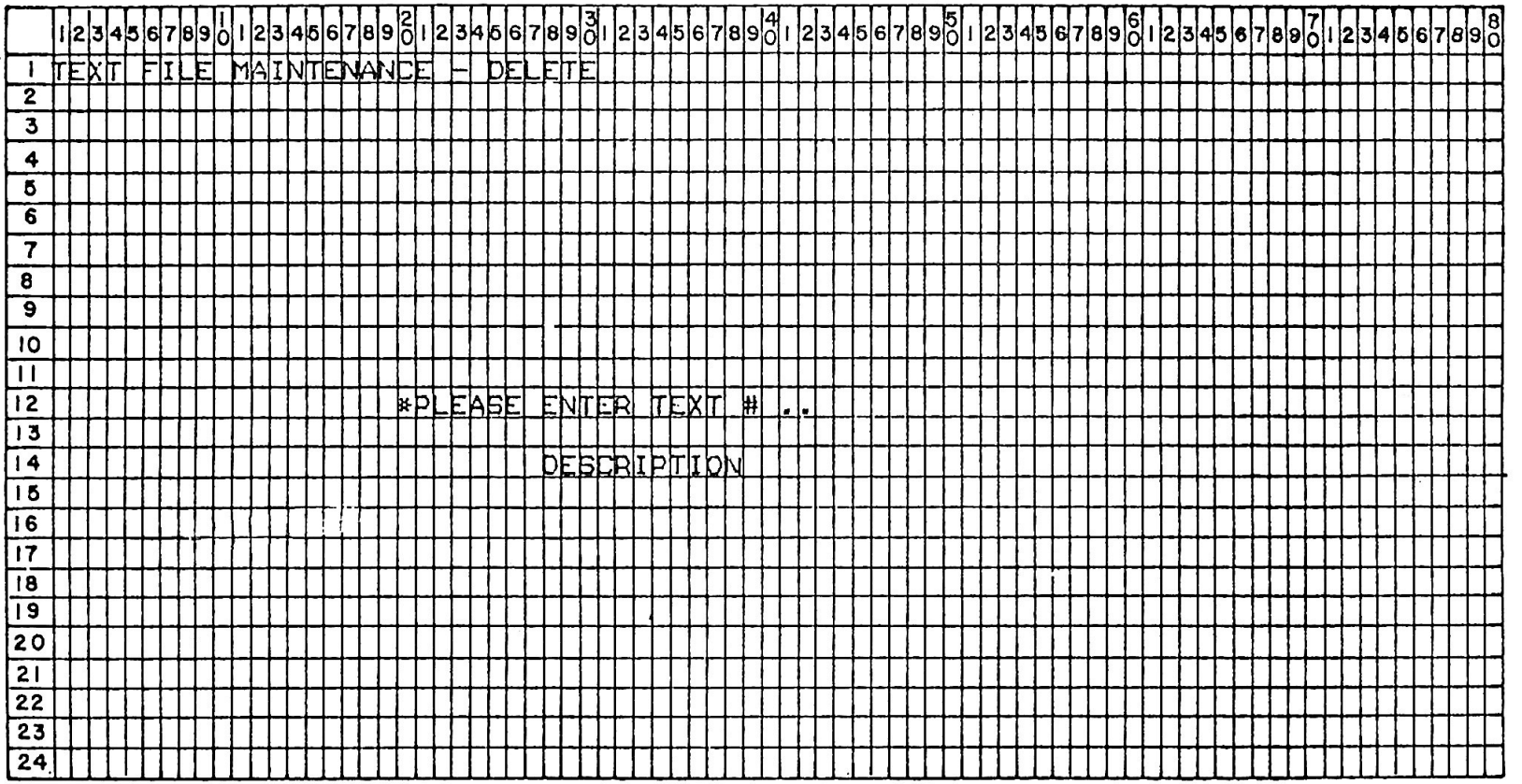
VIDEO DISPLAY UNIT FORMAT

G/L

D-BASIC
Release: 001
Date: 07/31/79

Text File Maintenance - Delete

Display Screen: 64 X 16



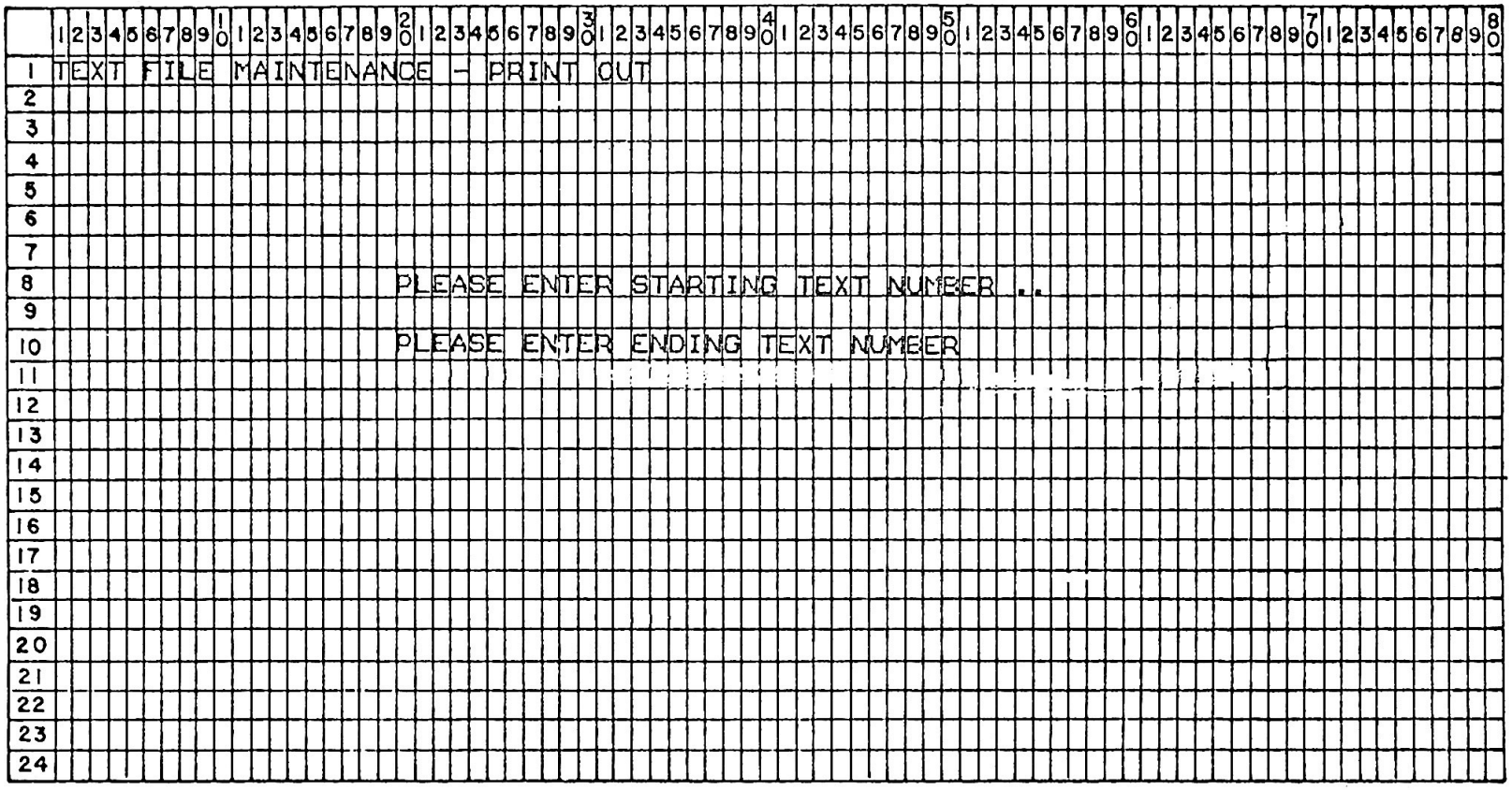
VIDEO DISPLAY UNIT FORMAT

G/L

D-BASIC
Release: 001
Date: 07/31/79

Text File Maintenance - Print Out

Display Screen: 64 X 16



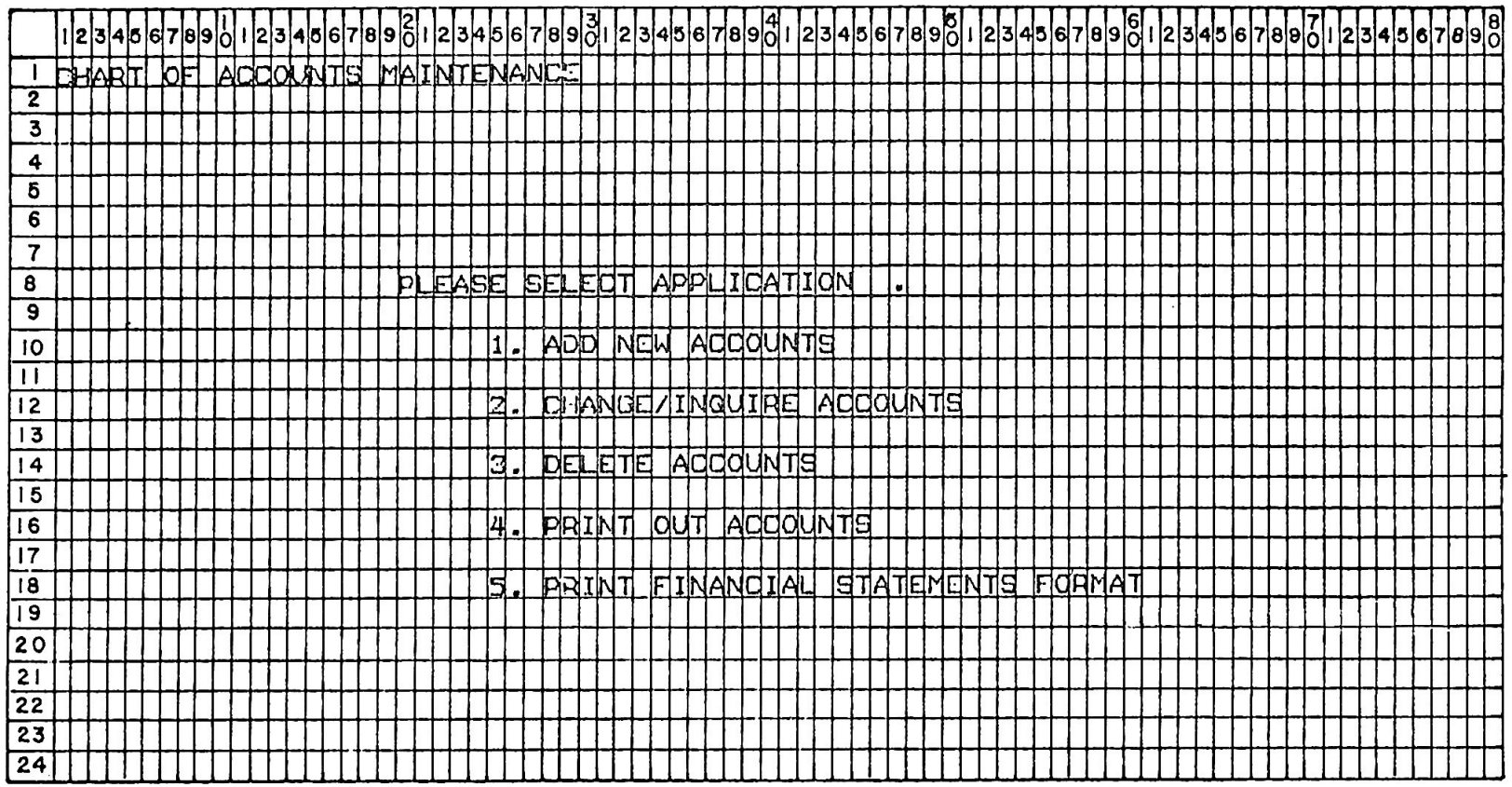
VIDEO DISPLAY UNIT FORMAT

G/L

D-BASIC
Release: 001
Date: 07/31/79

Chart of Accounts Maintenance

Display Screen: 80 X 24



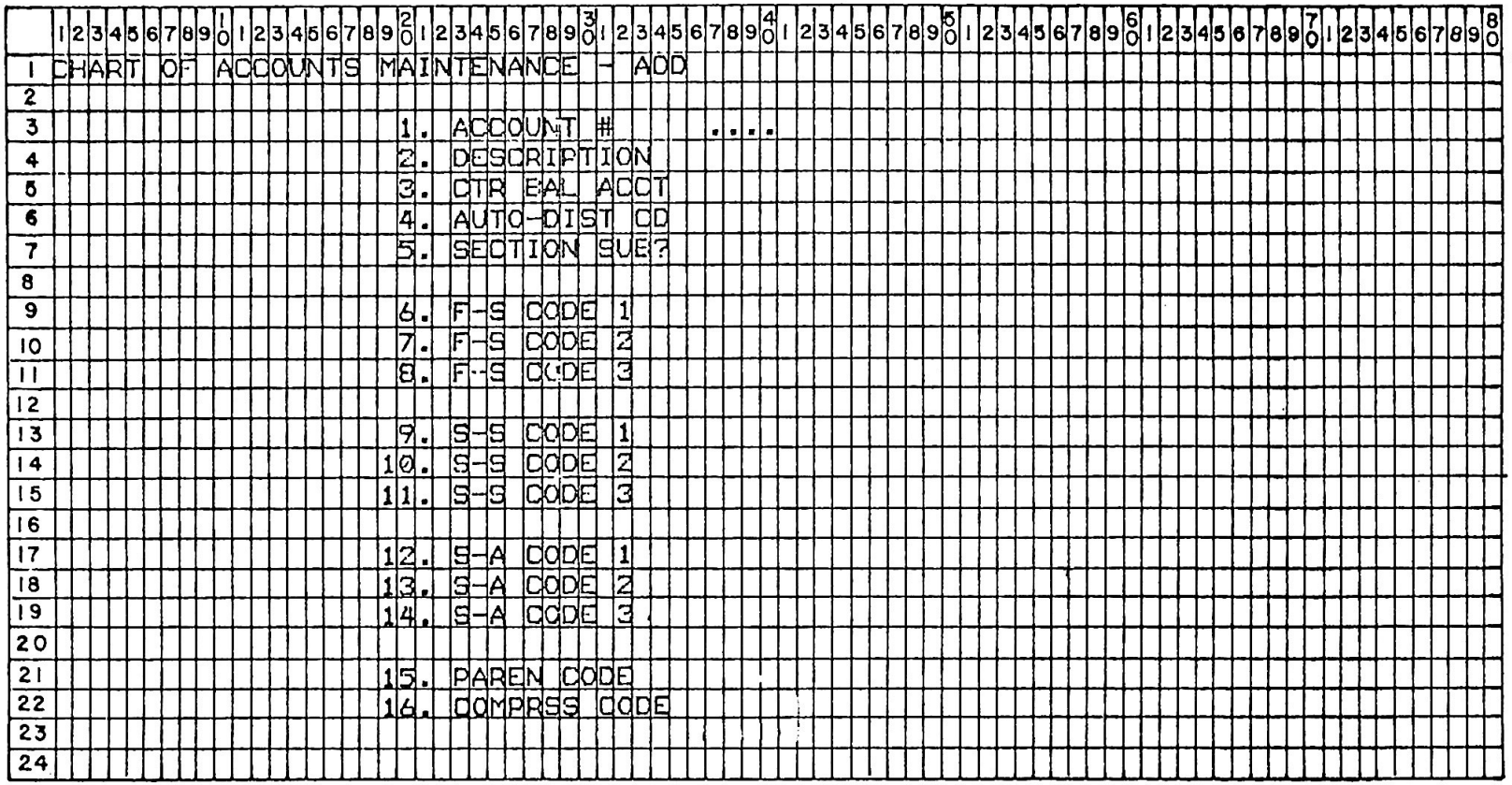
VIDEO DISPLAY UNIT FORMAT

G/L

D-BASIC
Release: 001
Date: 07/31/79

Chart of Accounts Maintenance - Add
Screen 1

Display Screen: 80 X 24



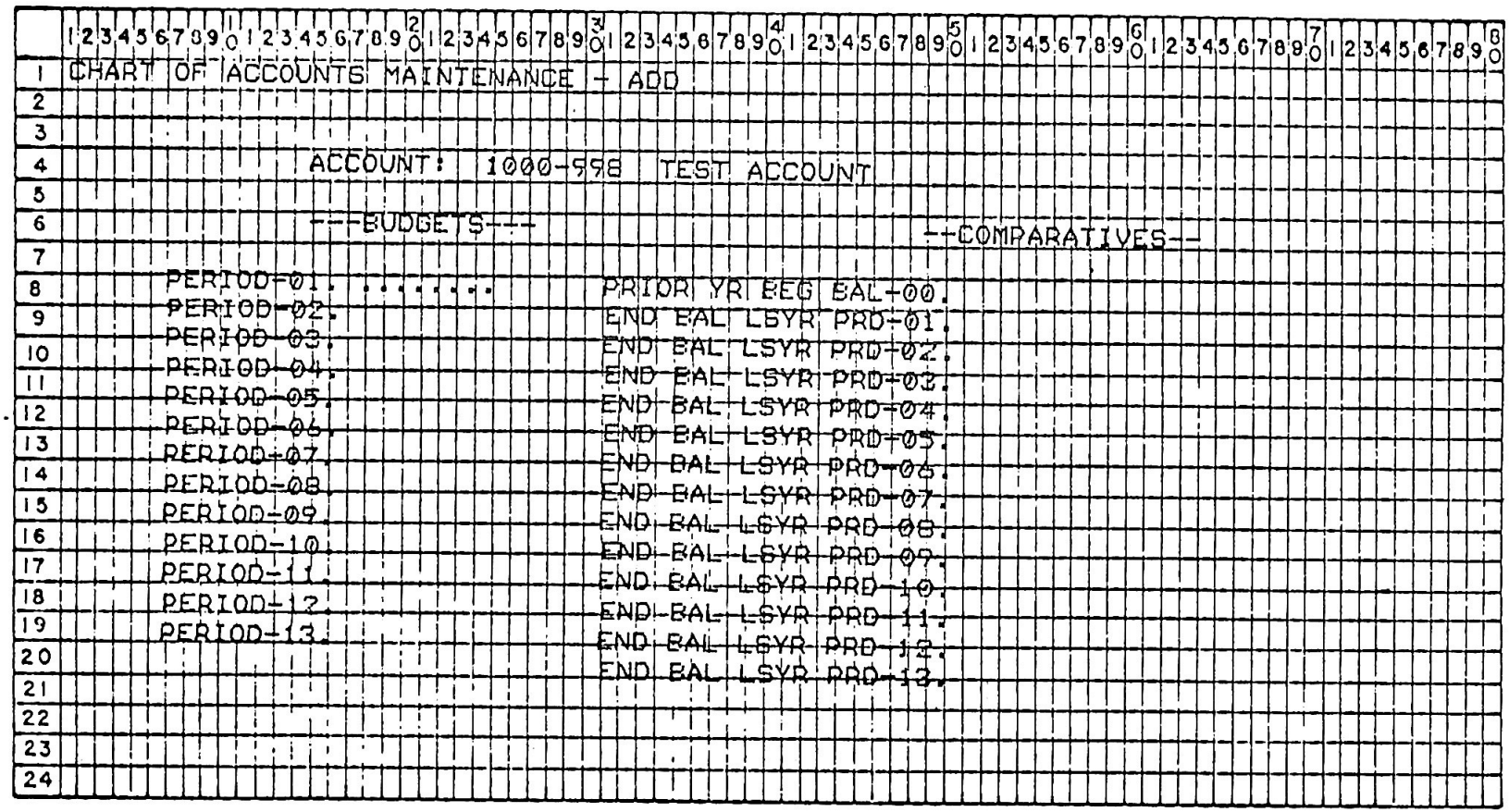
VIDEO DISPLAY UNIT FORMAT

G/L

D-BASIC
Release: 001
Date: 07/31/79

Chart of Accounts Maintenance - Add
Screen 2

Display Screen: 80 X 24



VIDEO DISPLAY UNIT FORMAT

G/L

D-BASIC
Release: 001
Date: 07/31/79

Chart of Accounts Maintenance - Change/Inquire

Display Screen: 80 X 24

```
CHART OF ACCOUNTS MAINTENANCE - CHANGE/INQUIRE

                    *1. ACCOUNT #     ....
                     2. DESCRIPTION
                     3. CTR EAL ACCT
                     4. AUTO-DIST CD
                     5. SECTION SUB?

                     6. F-S CODE 1
                     7. F-S CODE 2
                     8. F-S CODE 3

                     9. S-S CODE 1
                    10. S-S CODE 2
                    11. S-S CODE 3

                    12. S-A CODE 1
                    13. S-A CODE 2
                    14. S-A CODE 3

                    15. PAREN CODE
                    16. COMPRSS CODE
```

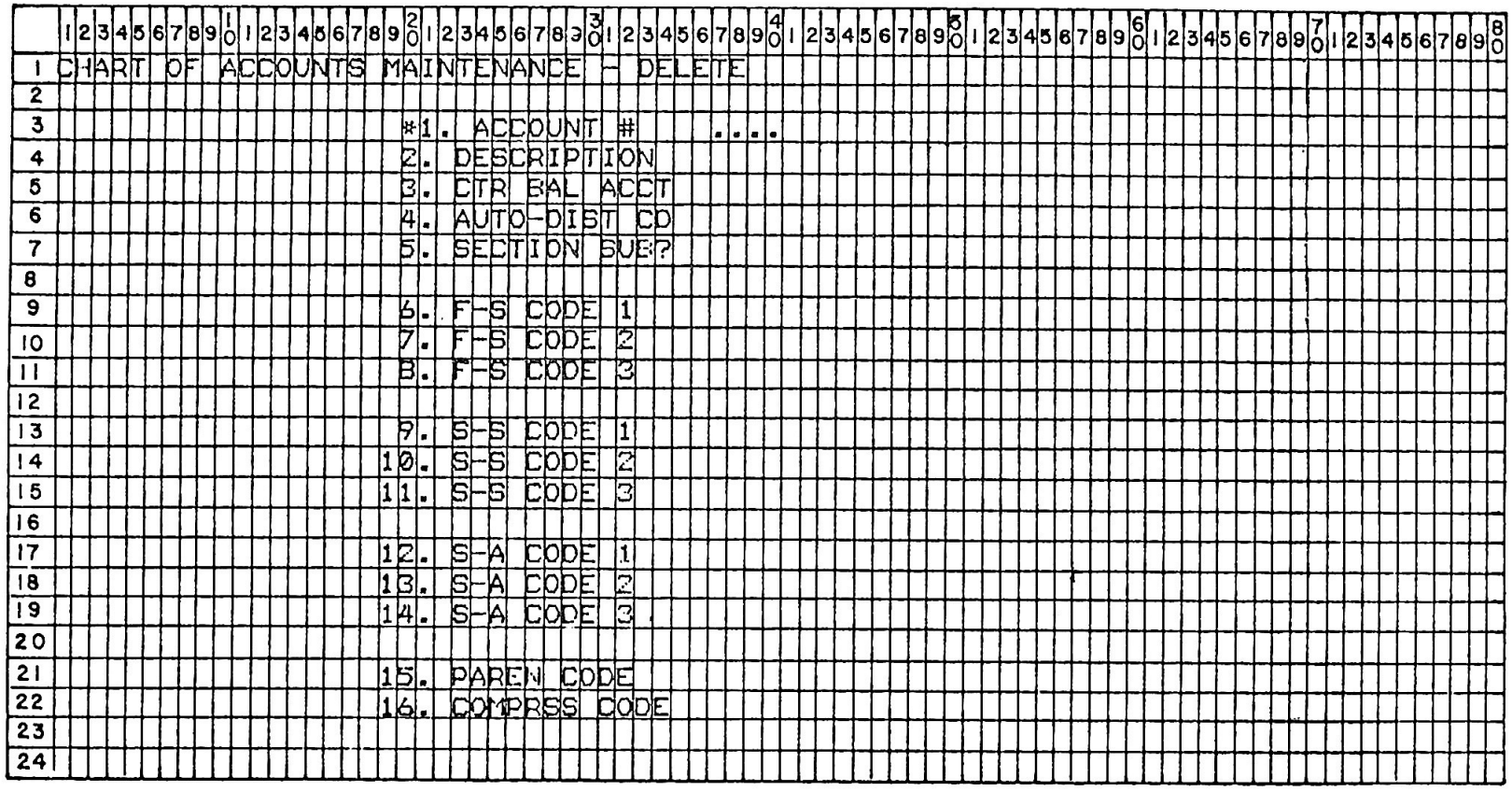
VIDEO DISPLAY UNIT FORMAT

G/L

D-BASIC
Release: 001
Date: 07/31/79

Chart of Accounts Maintenance - Delete

Display Screen: 80 X 24



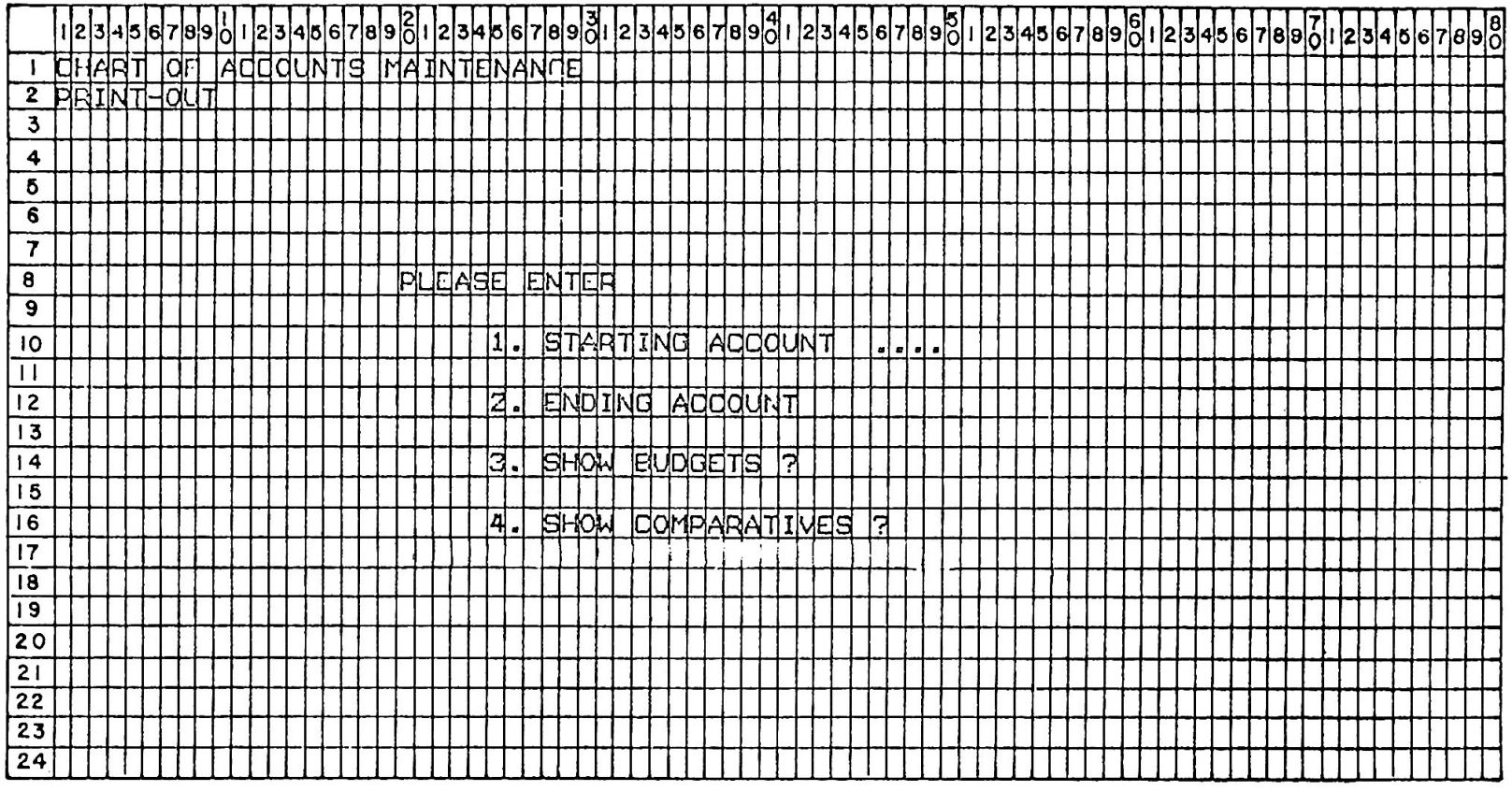
VIDEO DISPLAY UNIT FORMAT

G/L

D-BASIC
Release: 001
Date: 07/31/79

Chart of Accounts Maintenance
Print Out

Display Screen: 64 X 16



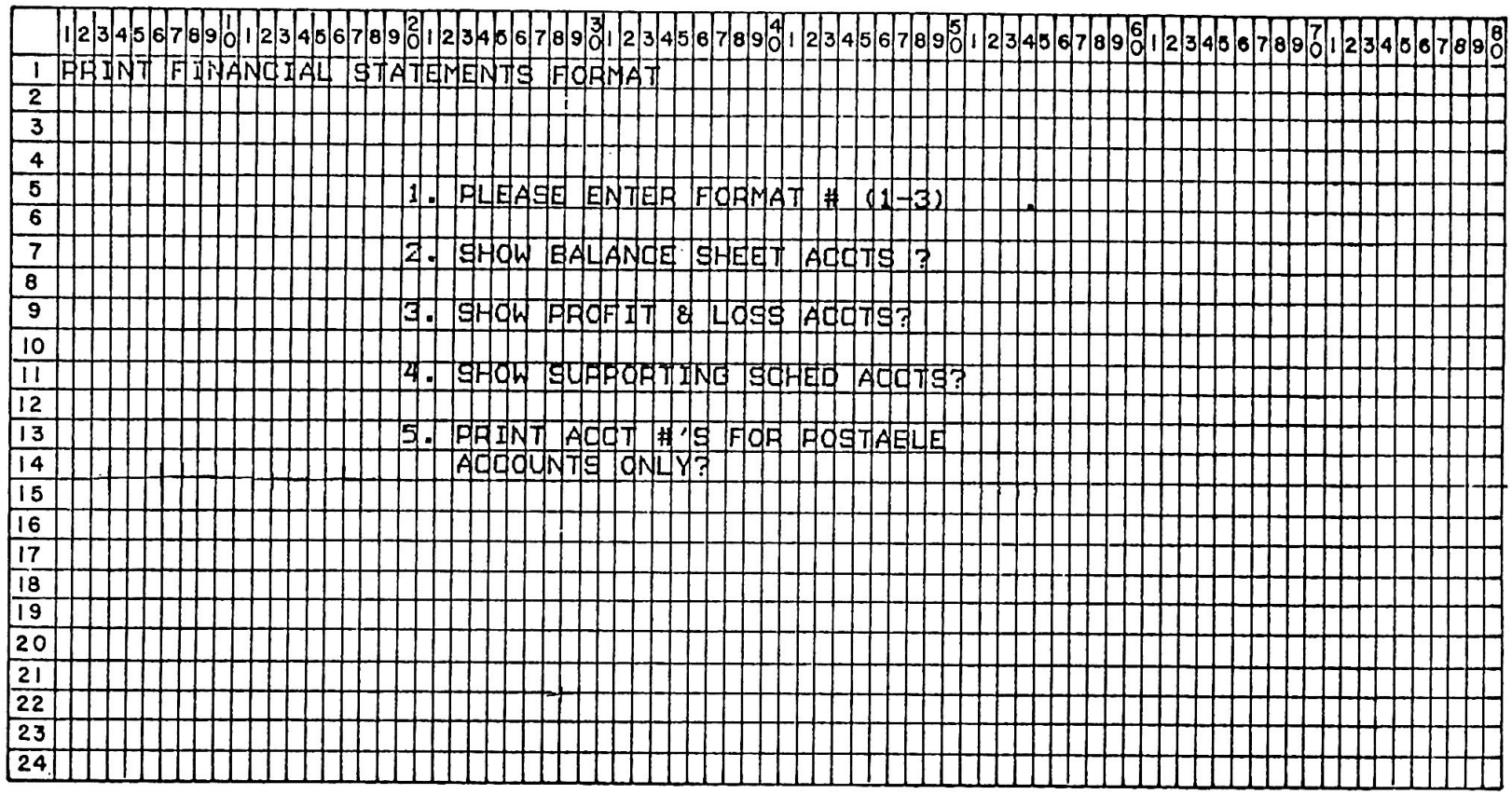
VIDEO DISPLAY UNIT FORMAT

G/L

D-BASIC
Release: 001
Date: 07/31/79

Print Financial Statements Format

Display Screen: 64 X 16



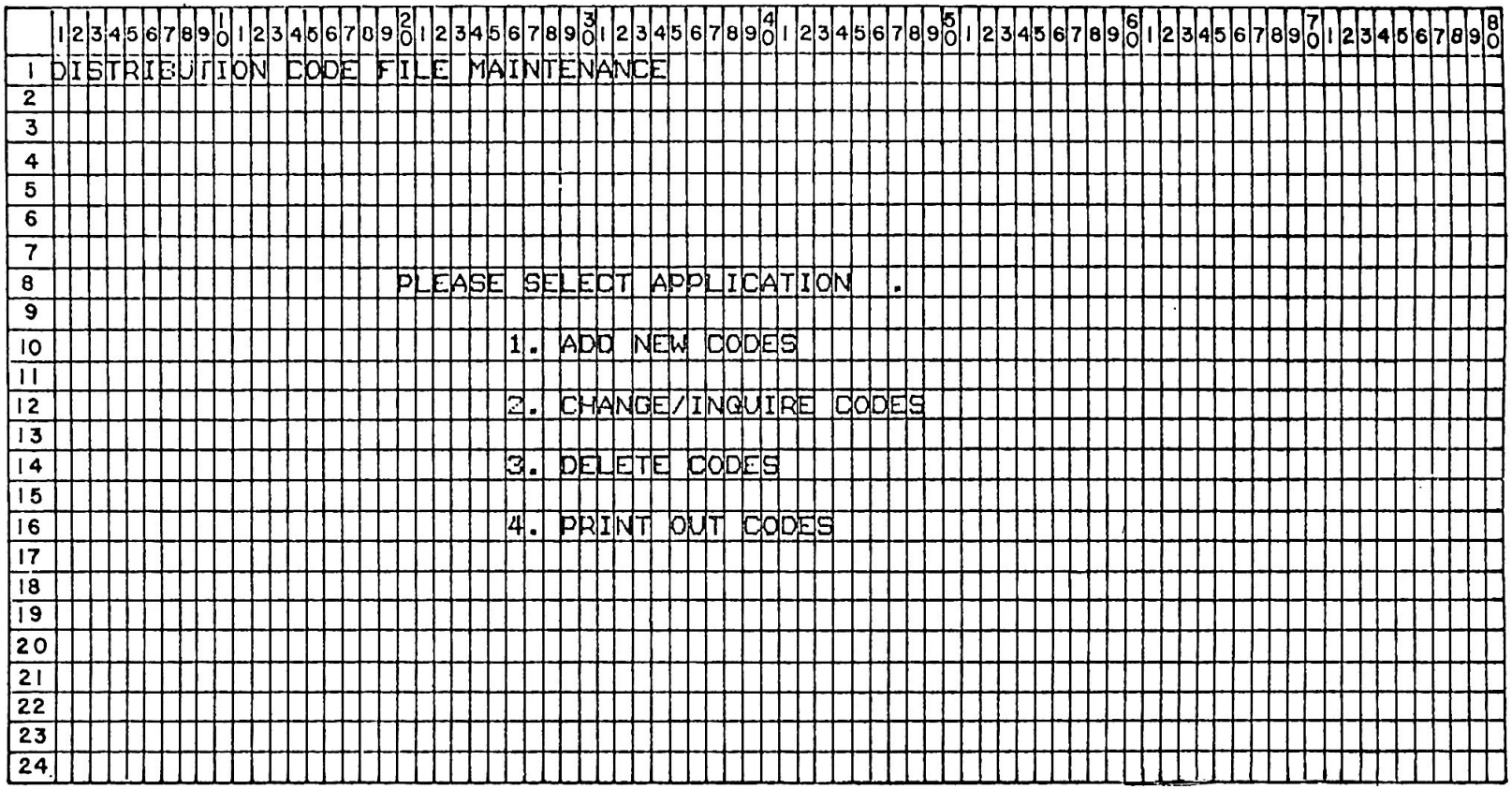
VIDEO DISPLAY UNIT FORMAT

G/L

D-BASIC
Release: 001
Date: 07/31/79

Distribution Code File Maintenance

Display Screen: 64 X 16



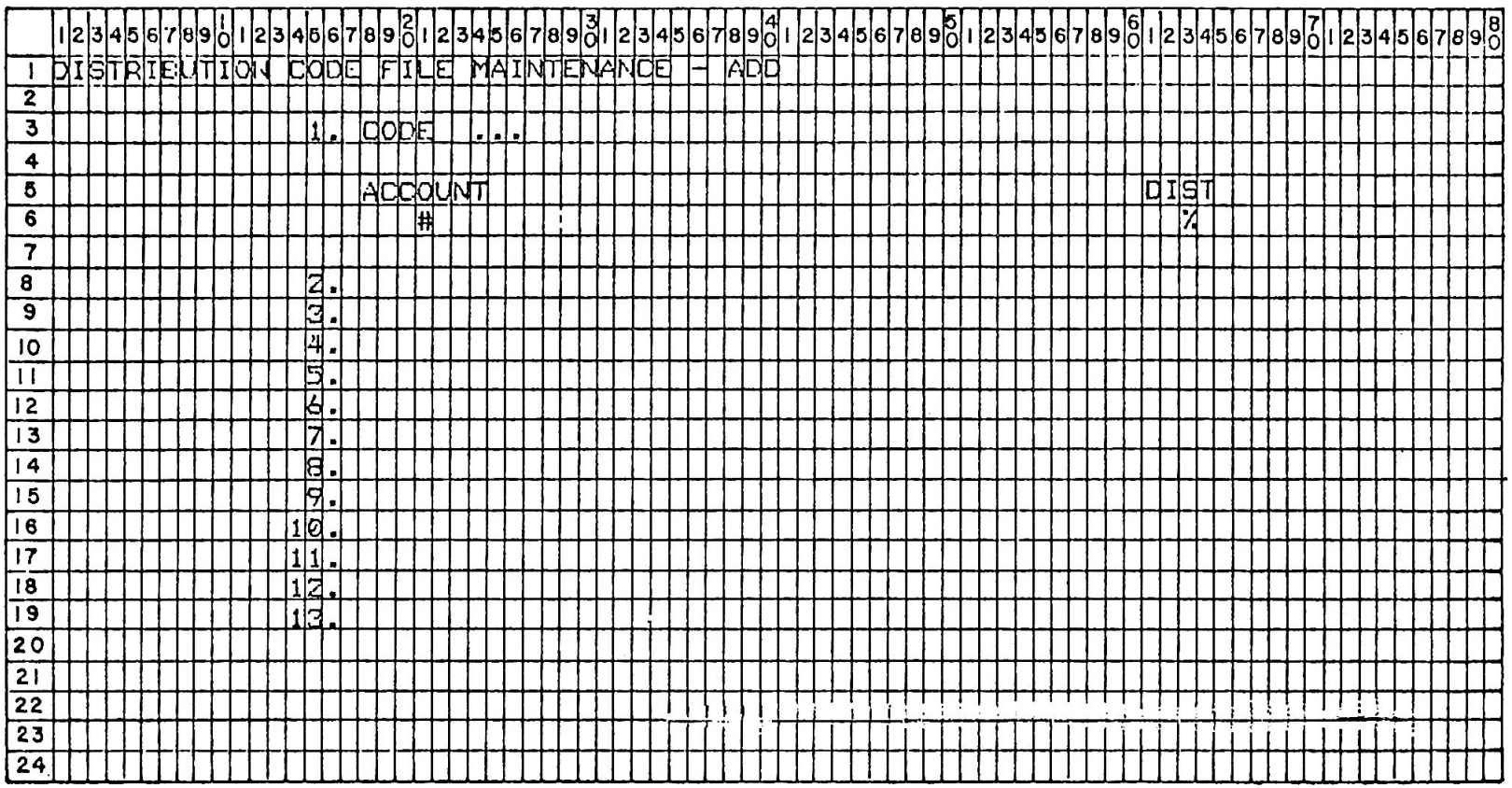
VIDEO DISPLAY UNIT FORMAT

G/L

D-BASIC
Release: 001
Date: 07/31/79

Distribution Code File Maintenance - Add
Screen 2

Display Screen: 80 X 24



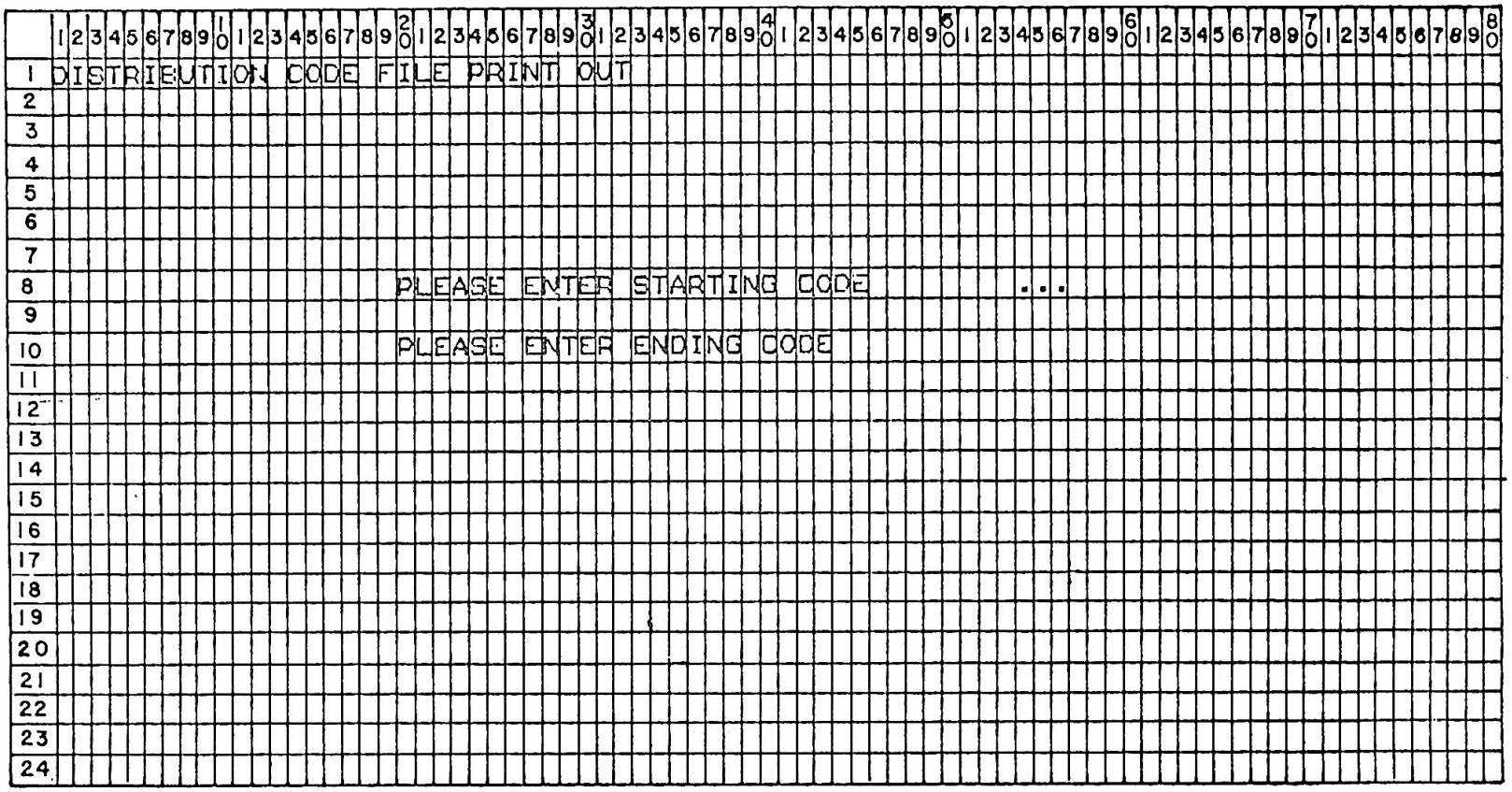
VIDEO DISPLAY UNIT FORMAT

G/L

D-BASIC
Release: 001
Date: 07/31/79

Distribution Code File Print Out

Display Screen: 64 X 16



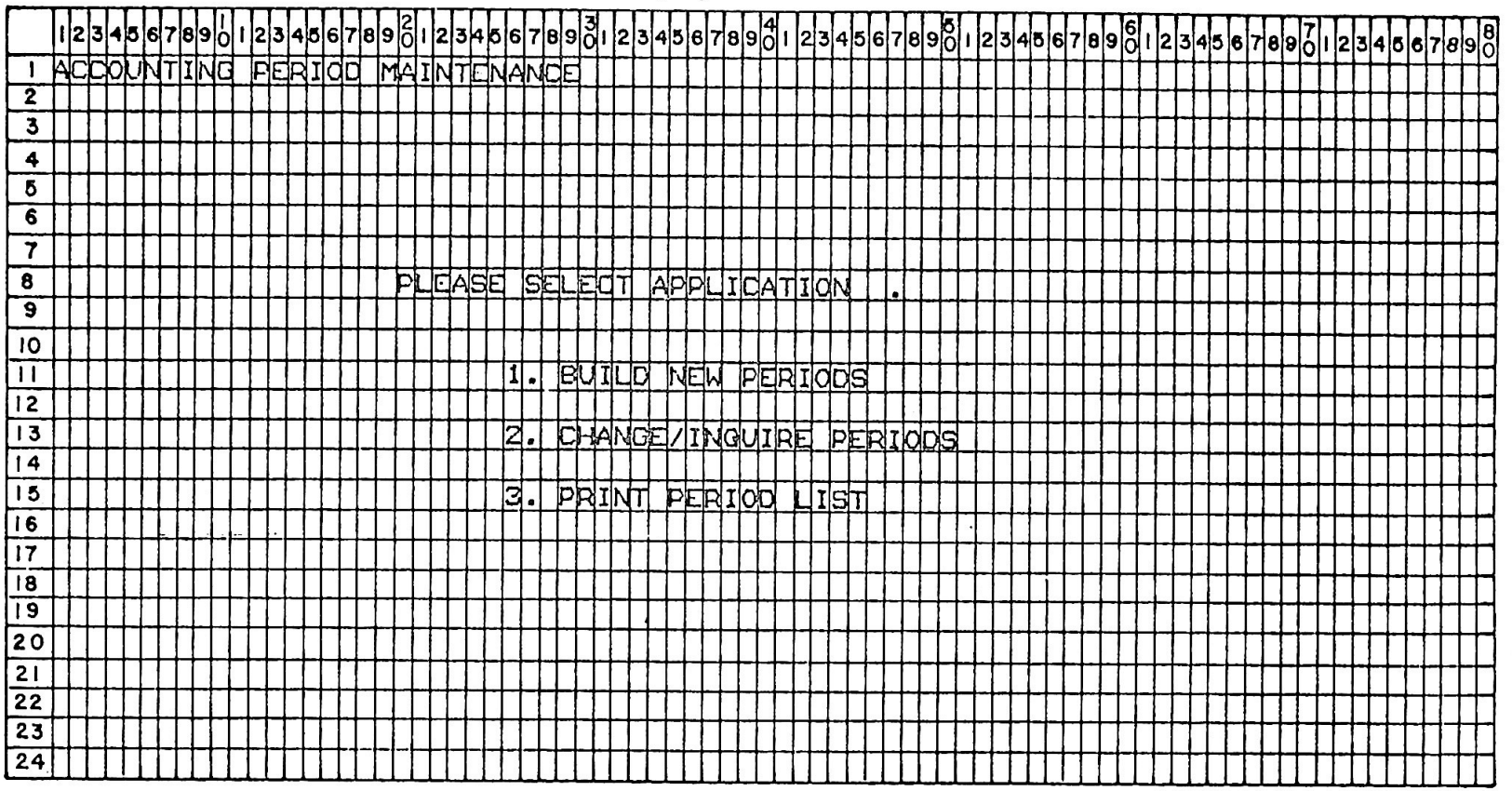
VIDEO DISPLAY UNIT FORMAT

G/L

D-BASIC
Release: 001
Date: 07/31/79

Accounting Period Maintenance

Display Screen: 64 X 16



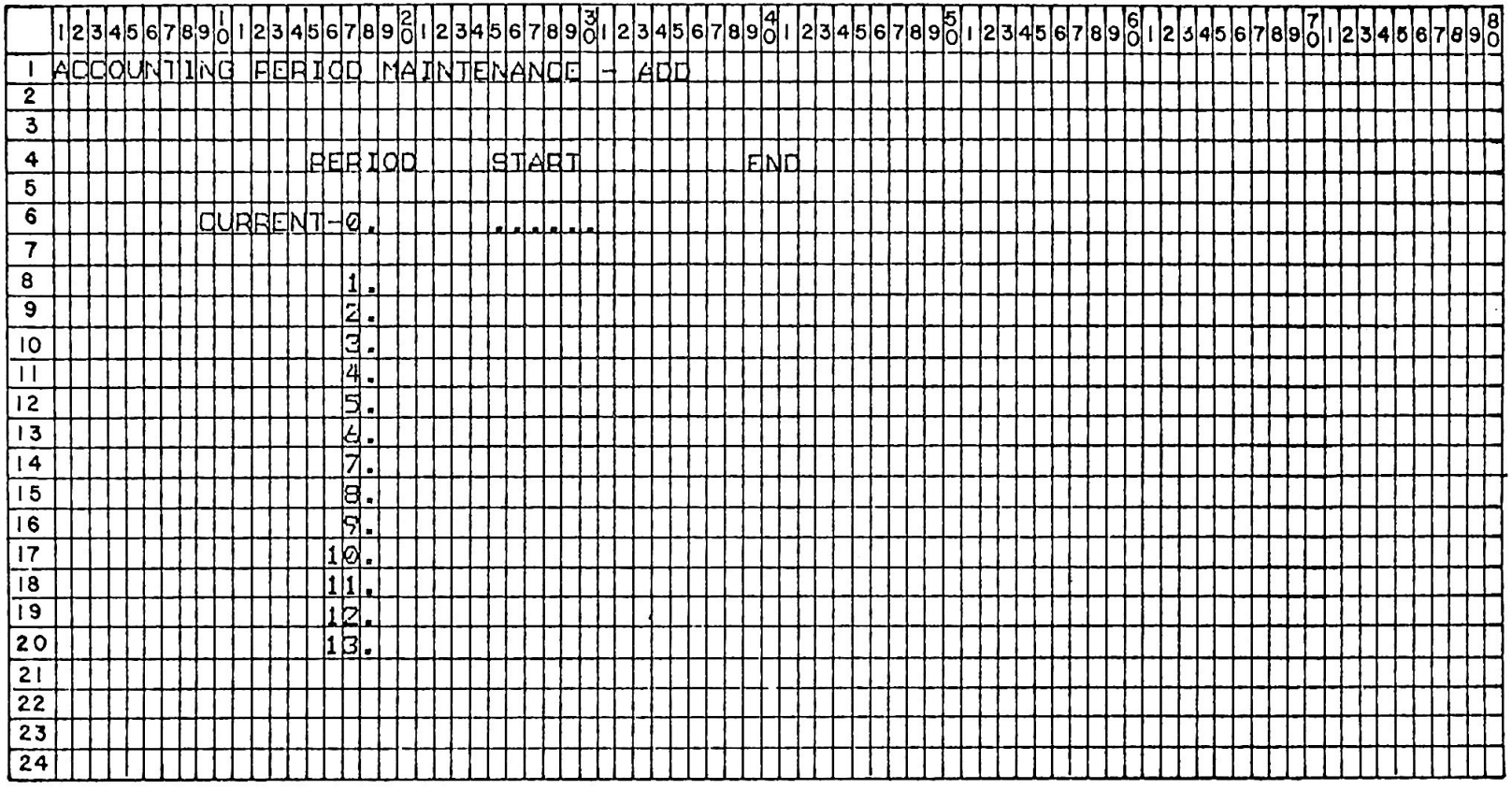
VIDEO DISPLAY UNIT FORMAT

G/L

D-BASIC
Release: 001
Date: 07/31/79

Accounting Period Maintenance - Add

Display Screen: 80 X 24



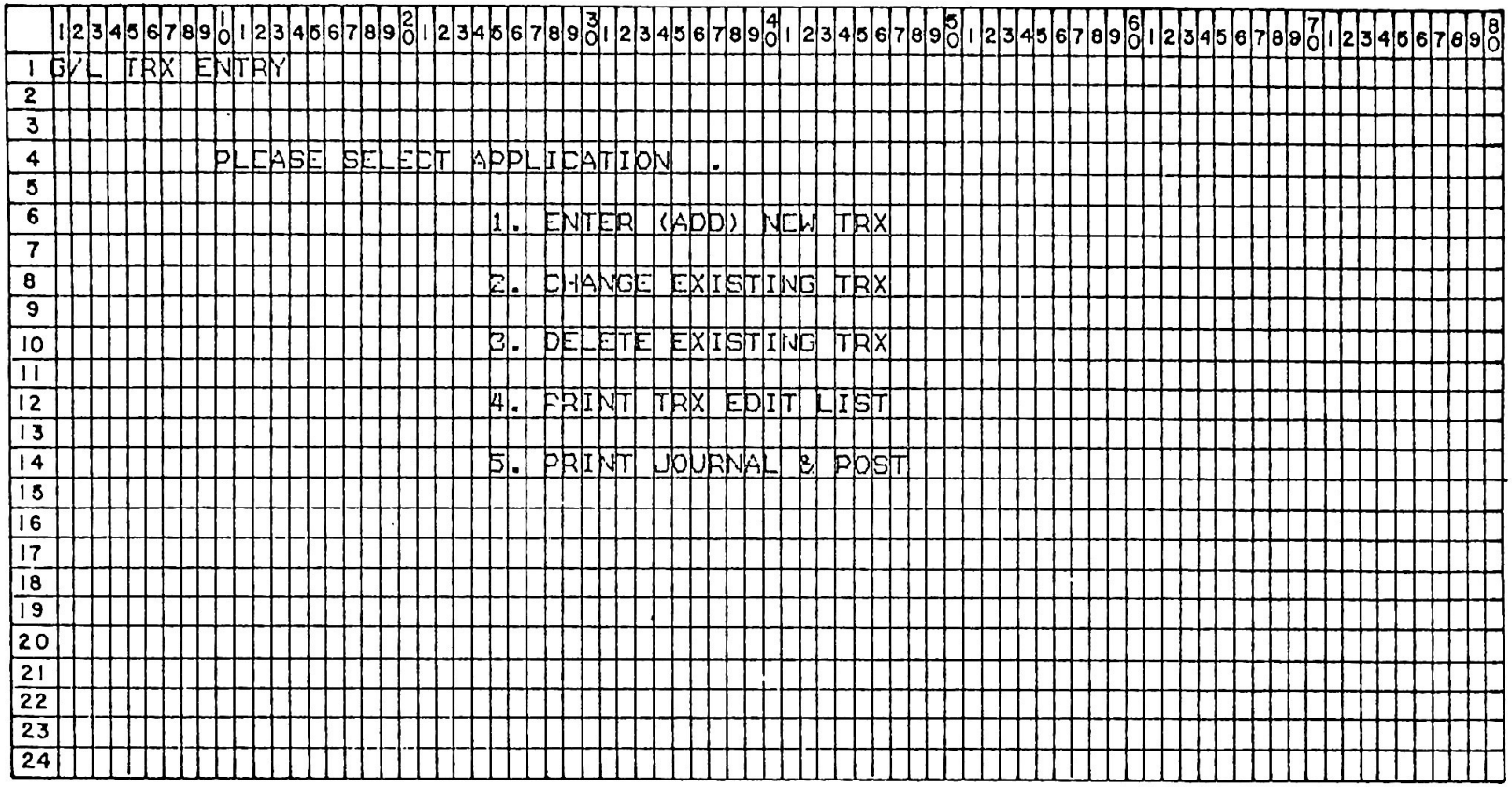
VIDEO DISPLAY UNIT FORMAT

G/L

D-BASIC
Release: 001
Date: 07/31/79

G/L TRX Entry

Display Screen: 64 X 16



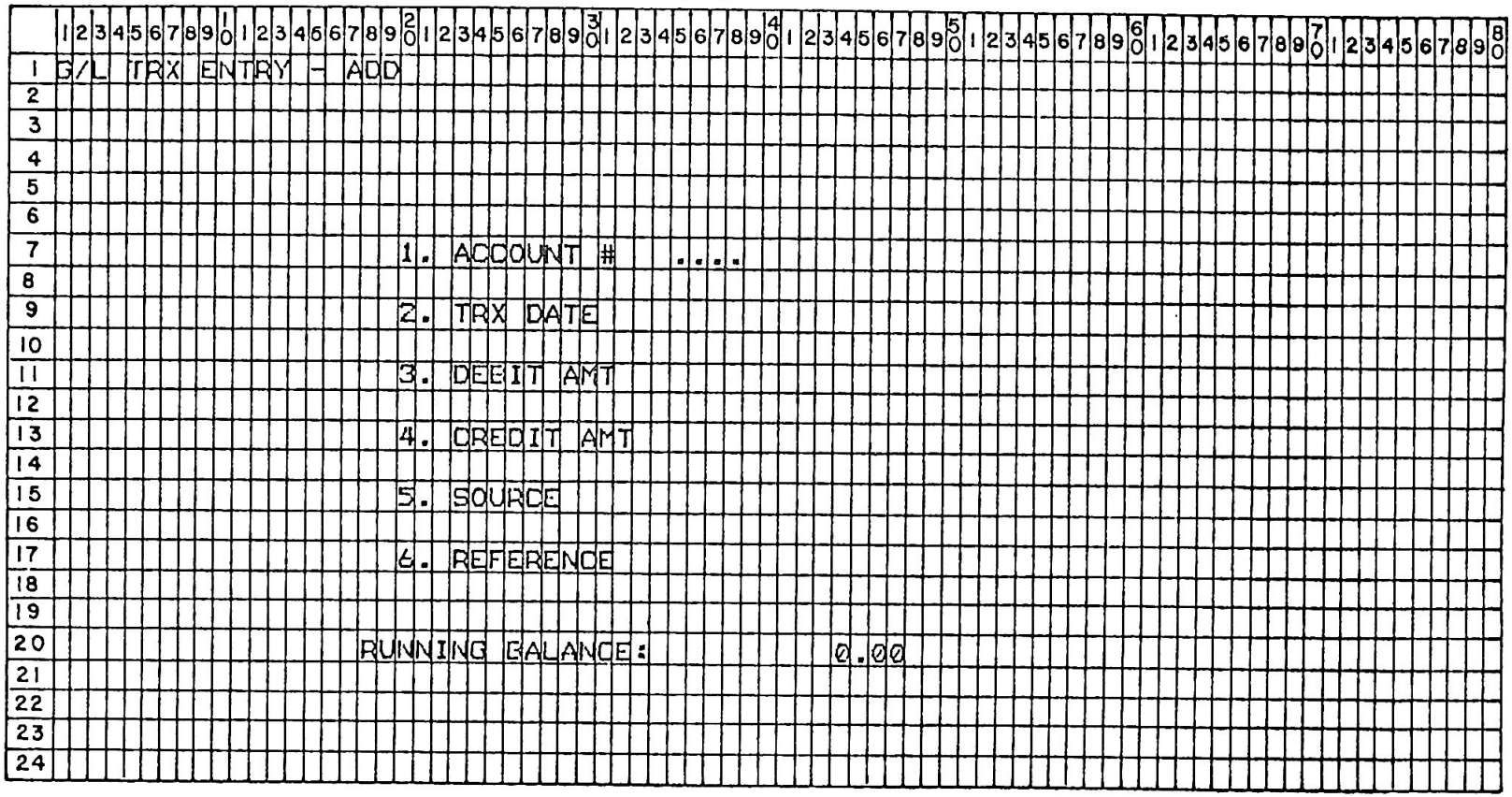
VIDEO DISPLAY UNIT FORMAT

G/L

D-BASIC
Release: 001
Date: 07/31/79

G/L TRX Entry - Add

Display Screen: 80 X 24



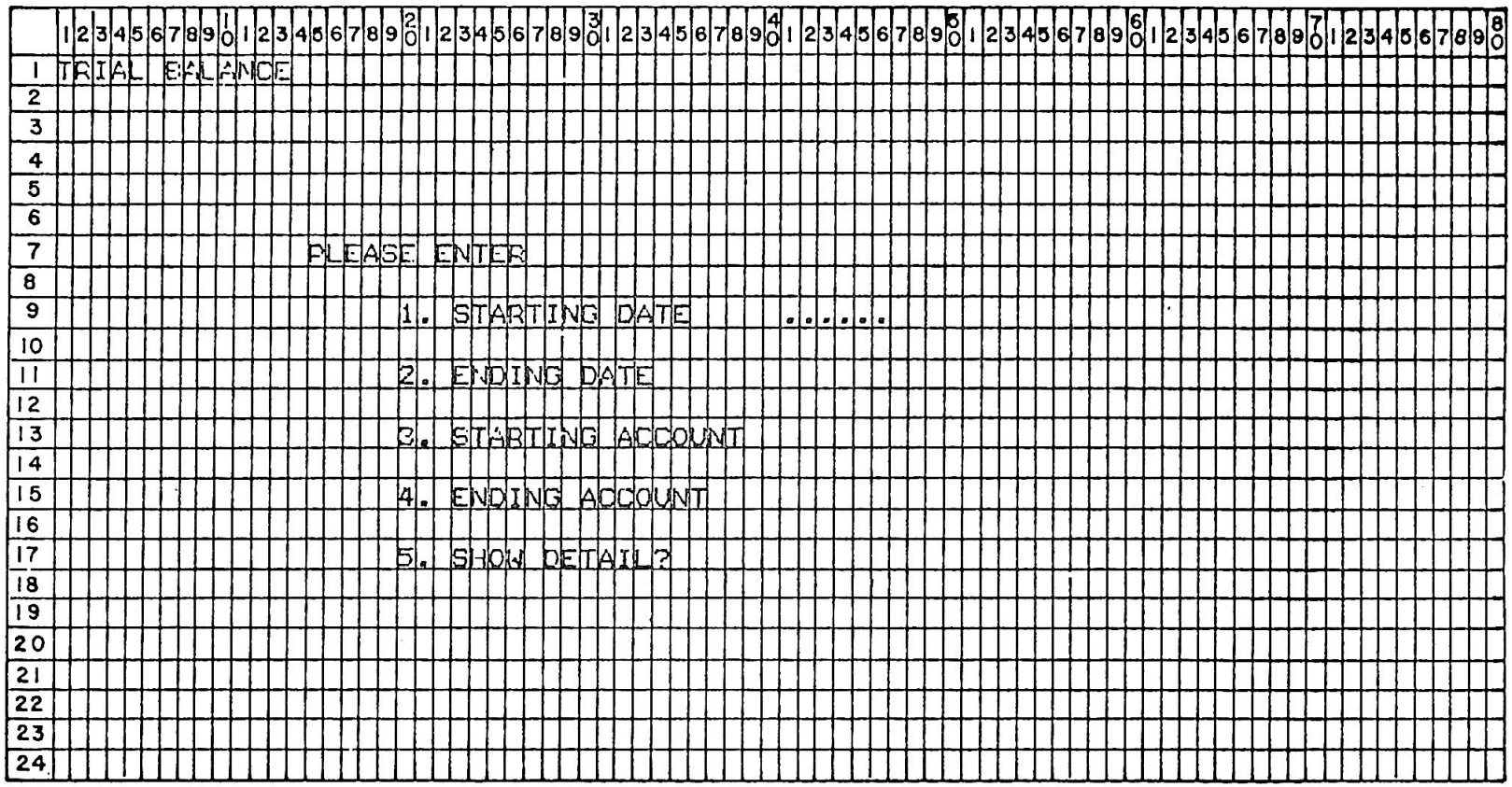
VIDEO DISPLAY UNIT FORMAT

G/L

D-BASIC
Release: 001
Date: 07/31/79

Trial Balance

Display Screen: 80 X 24



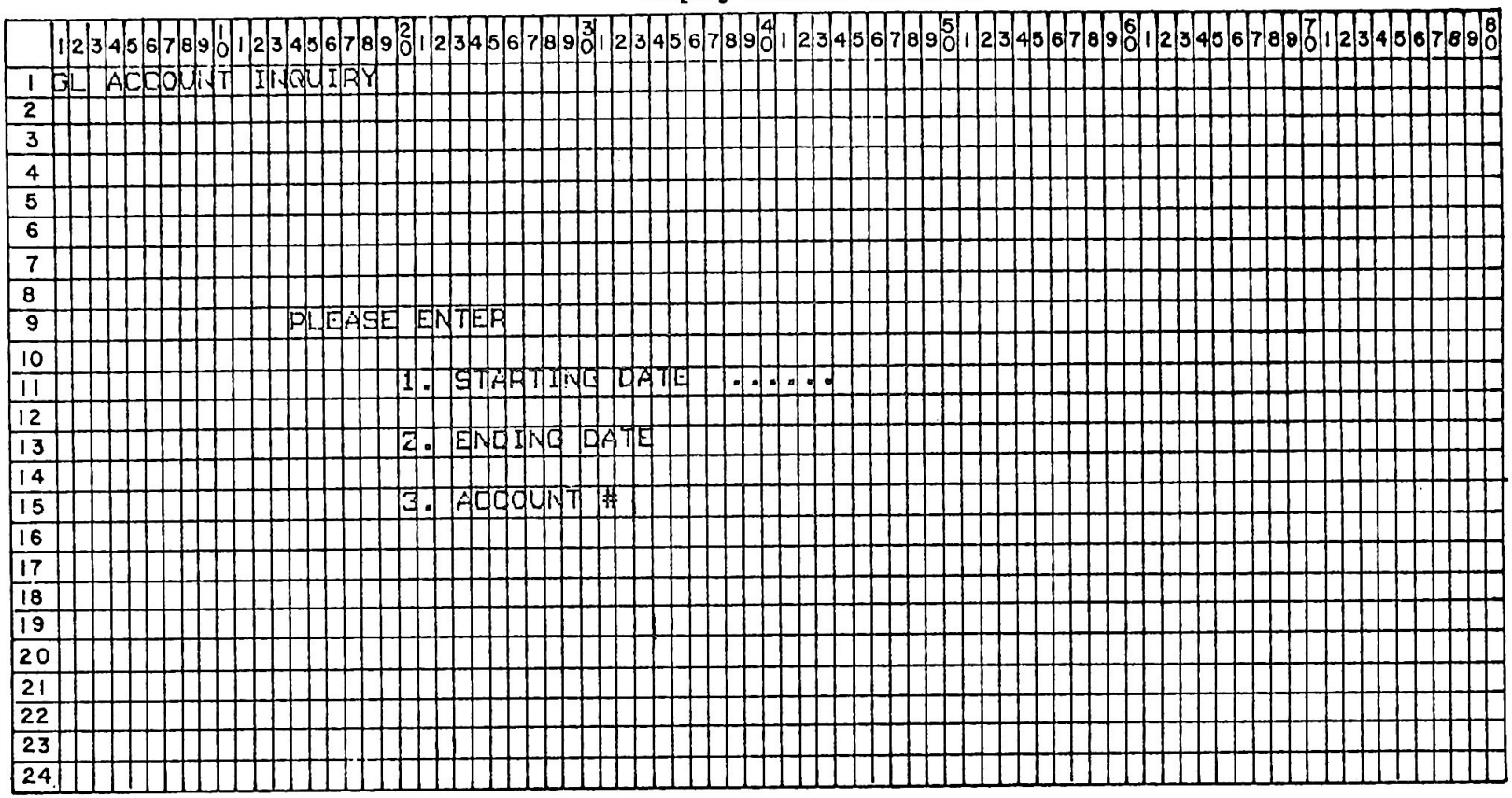
VIDEO DISPLAY UNIT FORMAT

G/L

D-BASIC
Release: 001
Date: 07/31/79

GL Account Inquiry

Display Screen: 64 X 16



VIDEO DISPLAY UNIT FORMAT

G/L

D-BASIC
Release: 001
Date: 07/31/79

Financial Statements

Display Screen: 80 X 24

```
FINANCIAL STATEMENTS
01/01/79   TO   01/31/79

     PLEASE ENTER REPORTING SPECIFICATIONS:

          PFC    FRMT   RATIOS   P&L    P&L    BAL    BAL    SCHED   SCHED
          CODE    #       ?      ORIG   B/C    ORIG   B/C    ORIG    B/C

     1.
     2.
     3.
     4.
     5.
     6.
     7.
     8.
     9.
    10.
    11.
    12.

    13. SELECT SPECIFICATIONS FOR THIS RUN: 1
ANY CHANGE ?  .
```

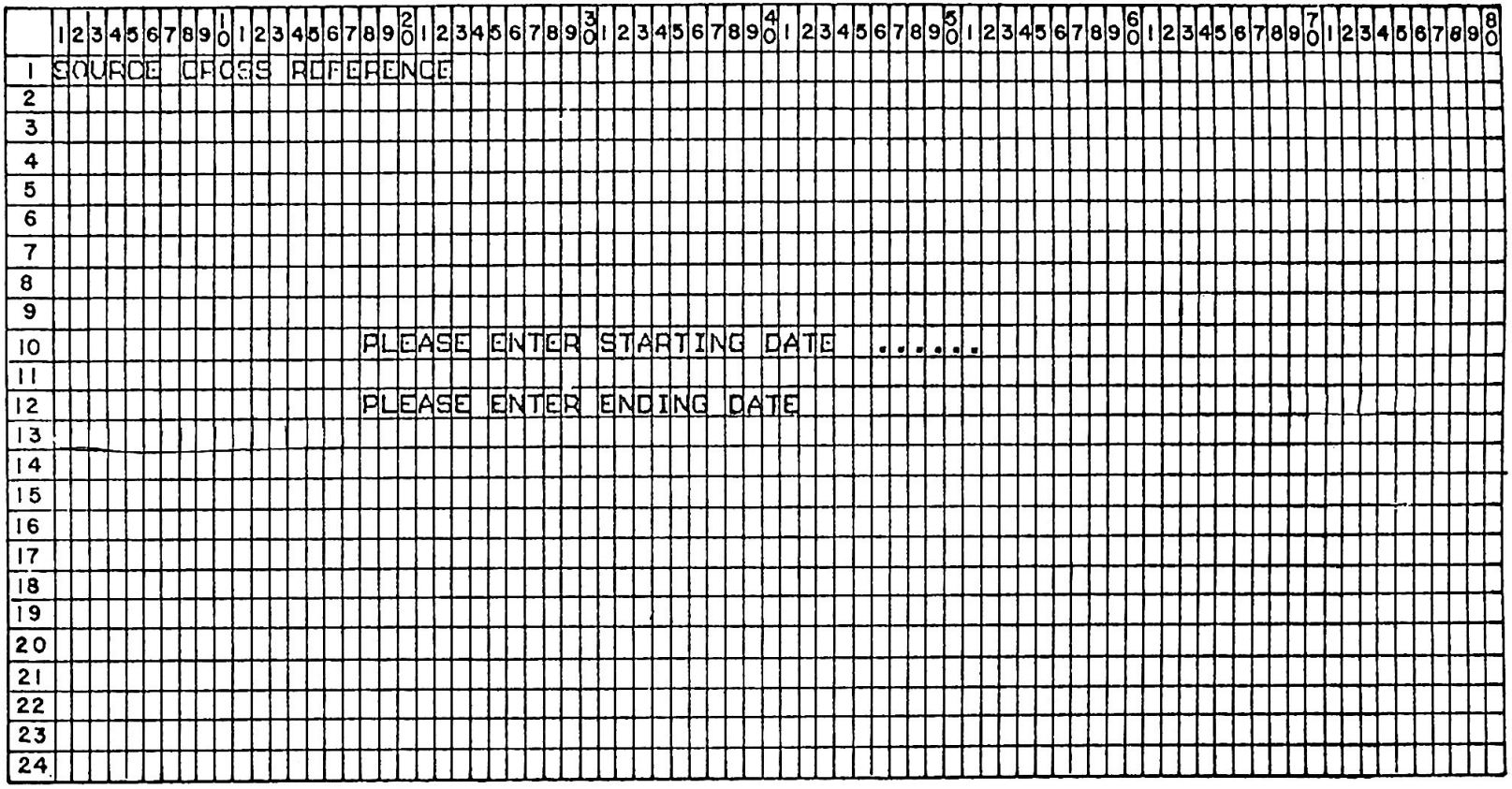
VIDEO DISPLAY UNIT FORMAT

G/L

D-BASIC
Release: 001
Date: 07/31/79

Source Cross Reference

Display Screen: 80 X 24



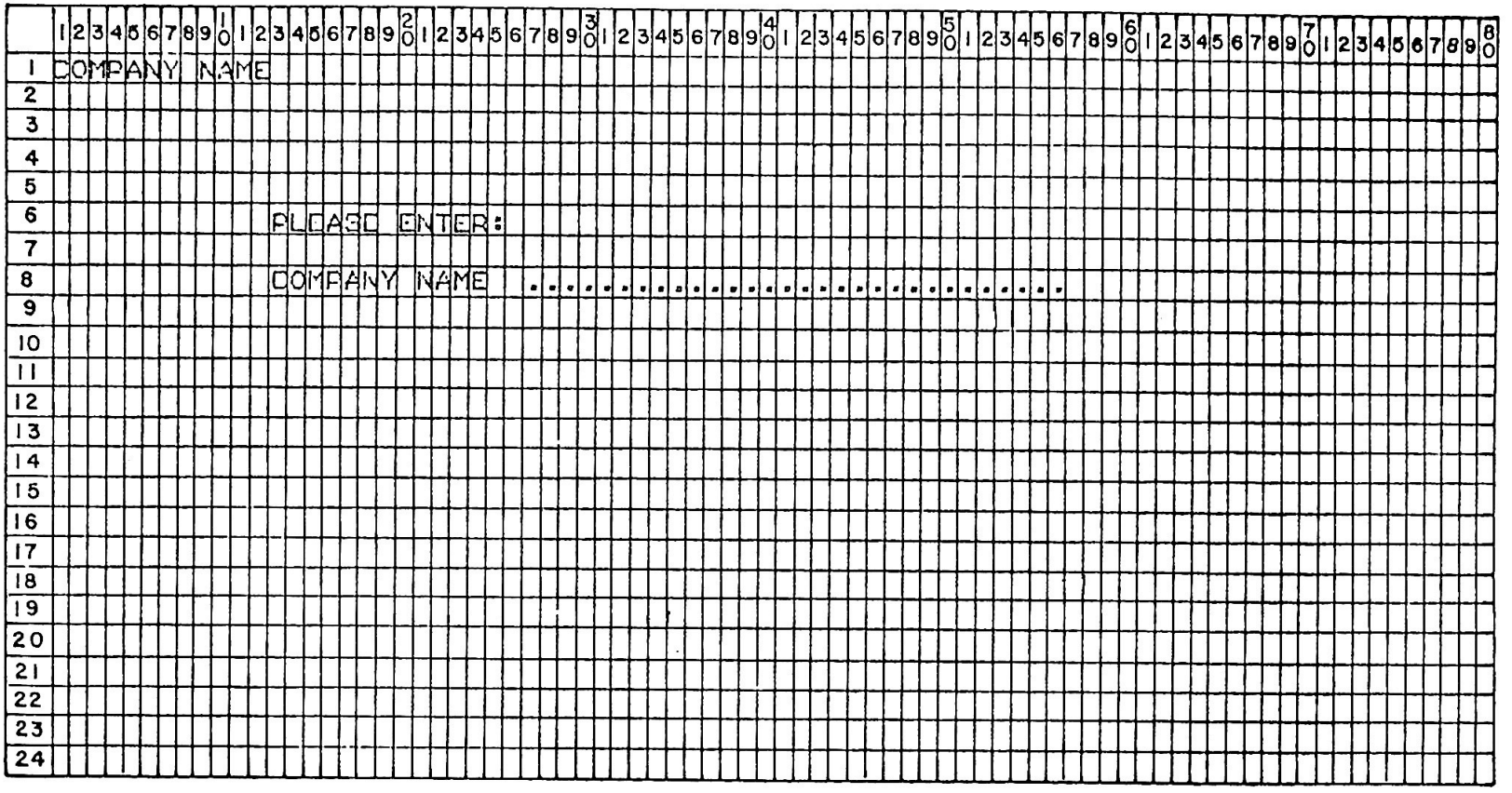
VIDEO DISPLAY UNIT FORMAT

G/L

D-BASIC
Release: 001
Date: 07/31/79

Company Name

Display Screen: 64 X 16



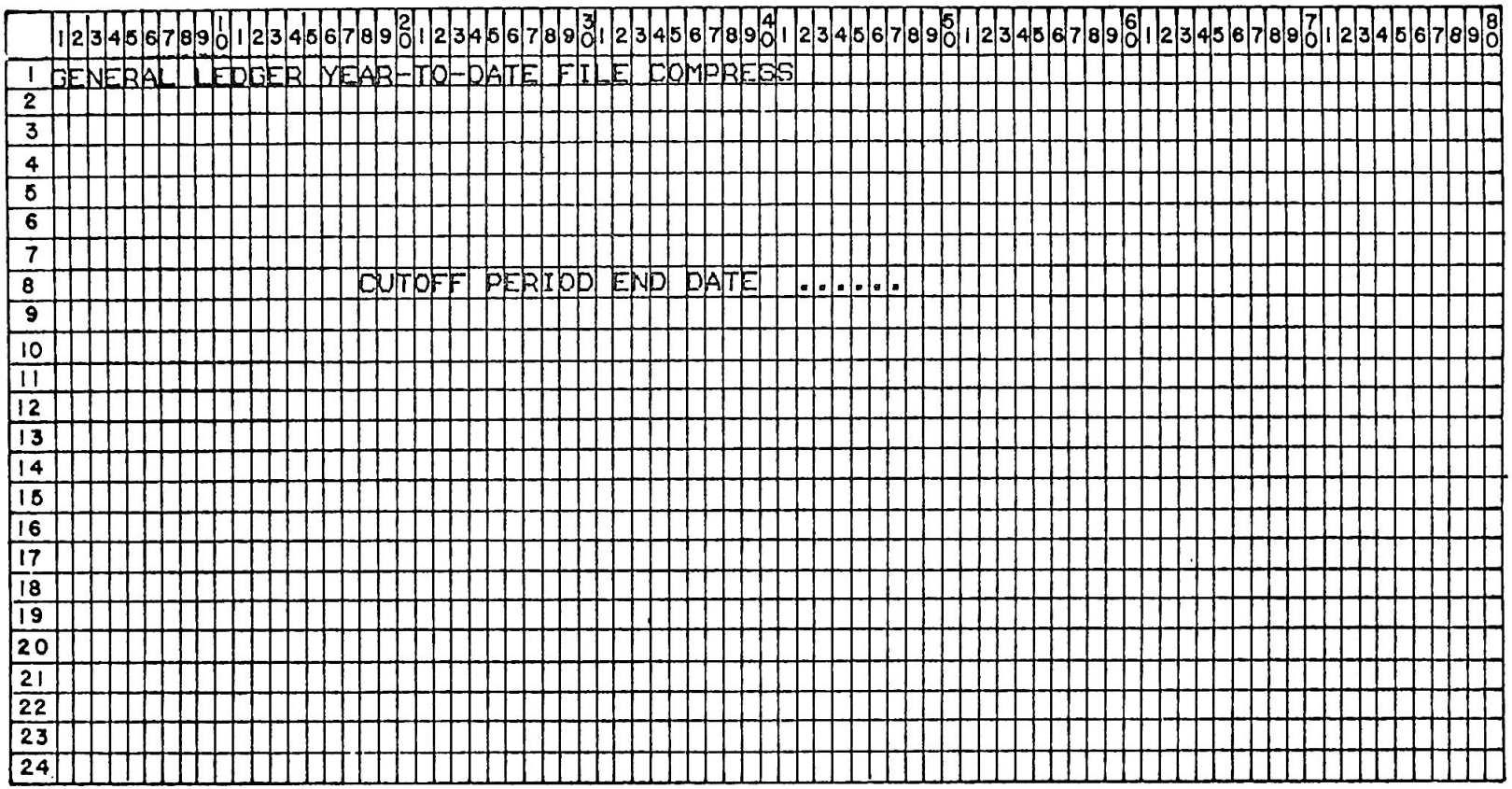
VIDEO DISPLAY UNIT FORMAT

G/L

D-BASIC
Release: 001
Date: 07/31/79

General Ledger Year-To-Date File Compress

Display Screen: 64 X 16



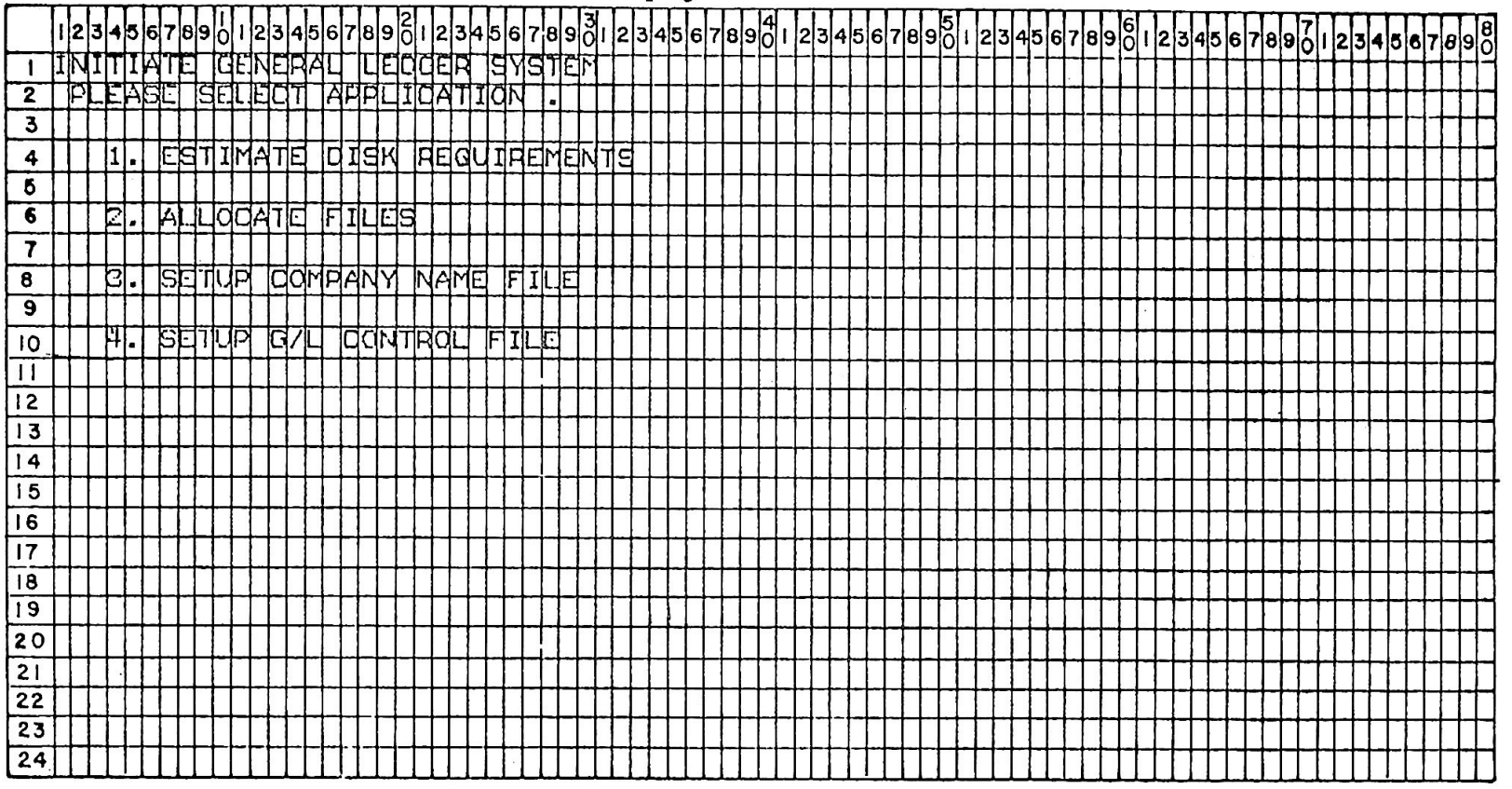
VIDEO DISPLAY UNIT FORMAT

G/L

D-BASIC
Release: 001
Date: 07/31/79

Initiate General Ledger System

Display Screen: 64 X 16



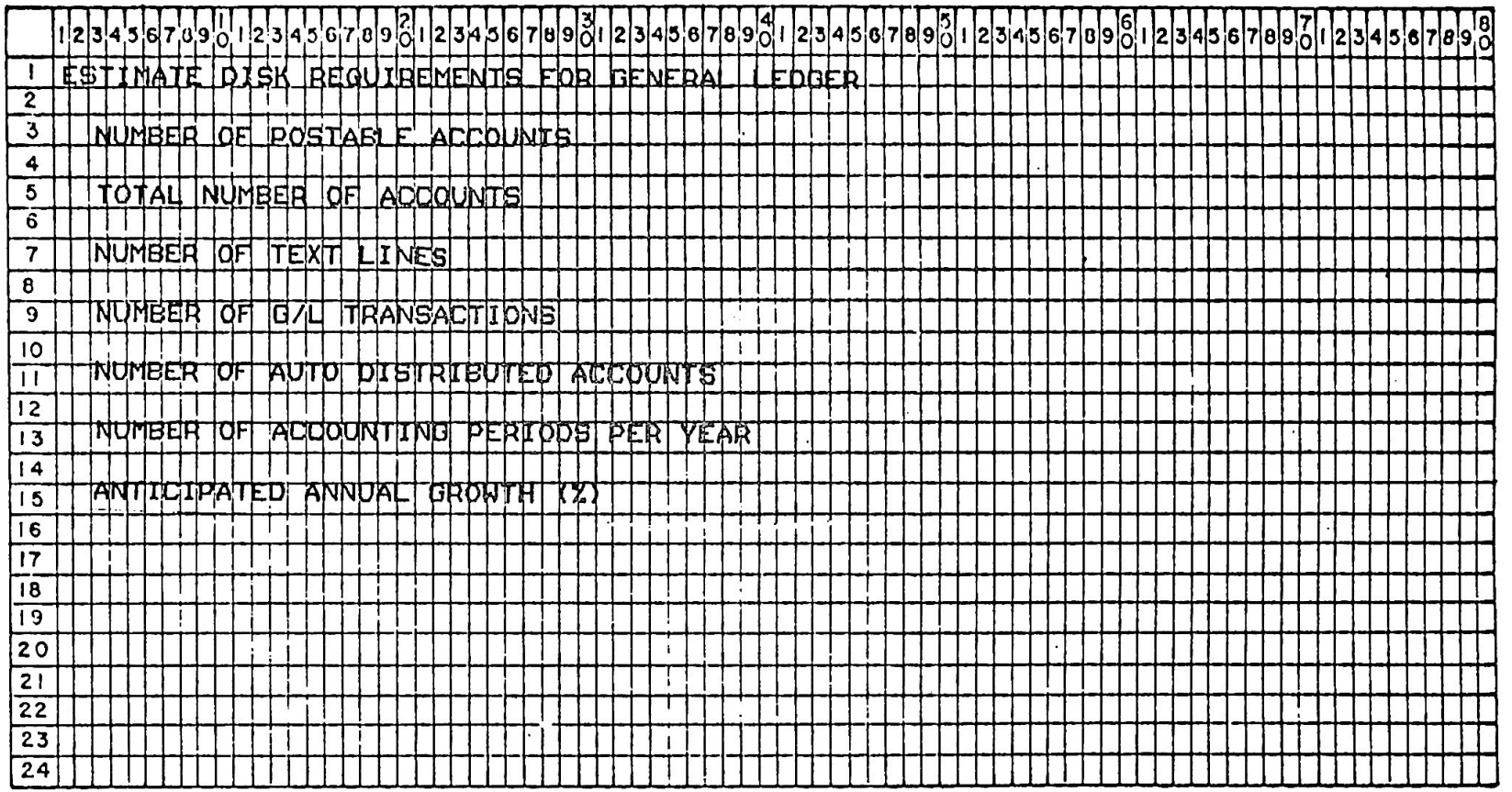
VIDEO DISPLAY UNIT FORMAT

G/L

D-BASIC
Release: 001
Date: 07/31/79

Estimate Disk Requirements For General Ledger

Display Screen: 64 X 16



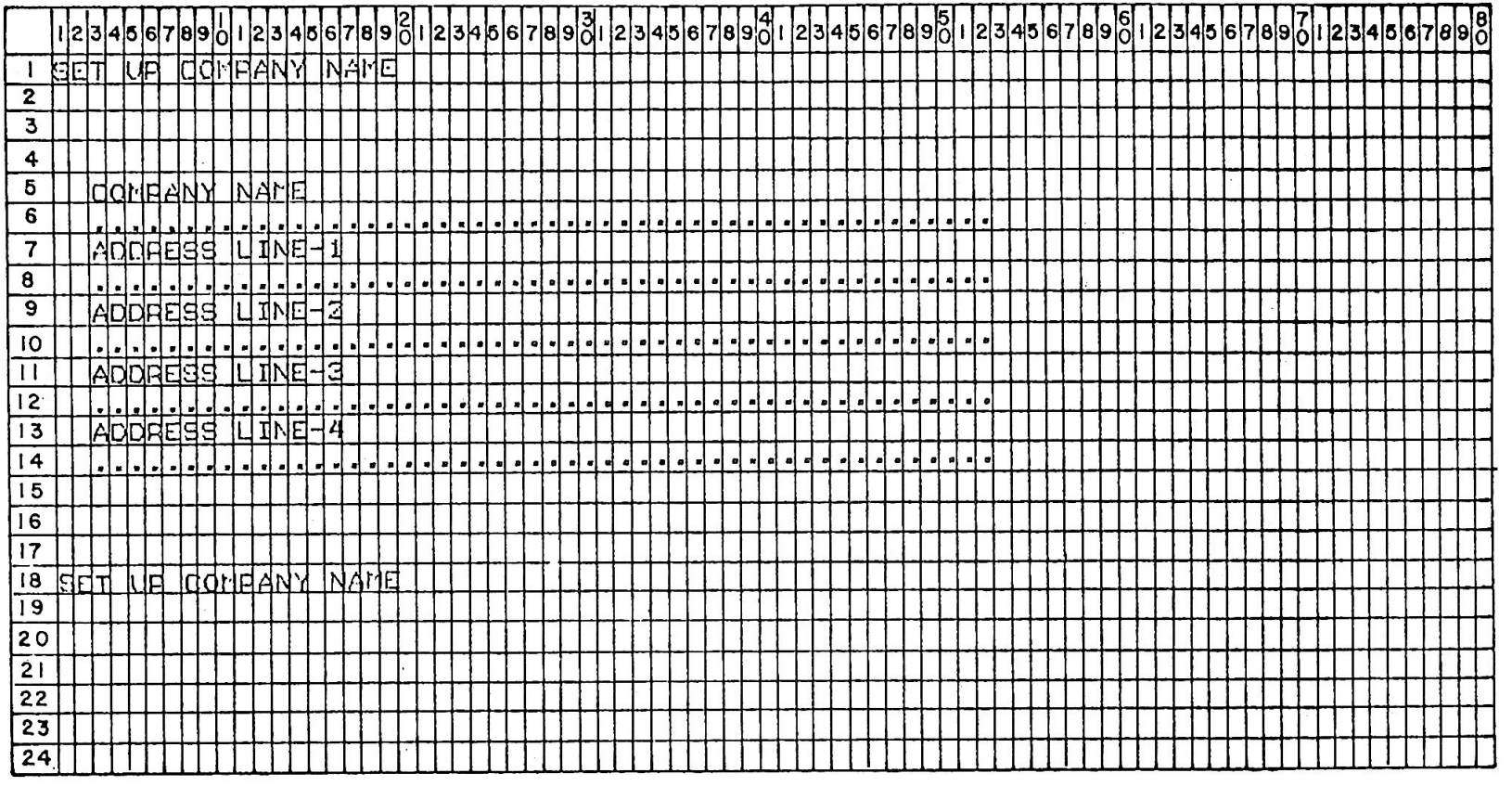
VIDEO DISPLAY UNIT FORMAT

G/L

D-BASIC
Release: 001
Date: 07/31/79

Set Up Company Name

Display Screen: 64 X 16



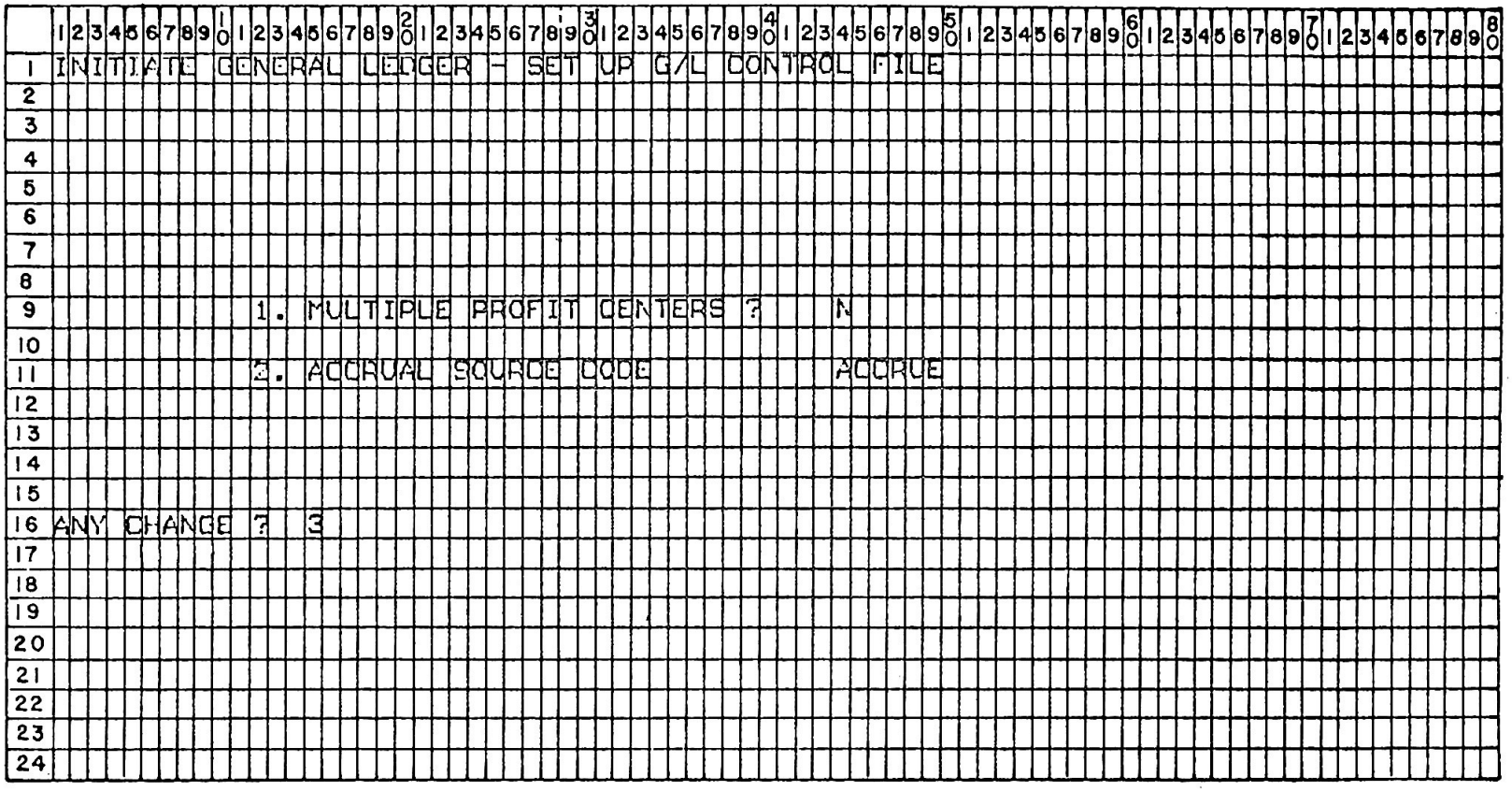
VIDEO DISPLAY UNIT FORMAT

G/L

D-BASIC
Release: 001
Date: 07/31/79

Initiate General Ledger - Set up G/L Control File

Display Screen: 64 X 16



SECTION 8
REPORT FORMATS

SECTION 8
REPORT FORMATS

SECTION VIII

REPORT FORMATS

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Text File Printout 1
Distribution Code List 2
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General Ledger Worksheet 5
General Ledger Trial Balance 6
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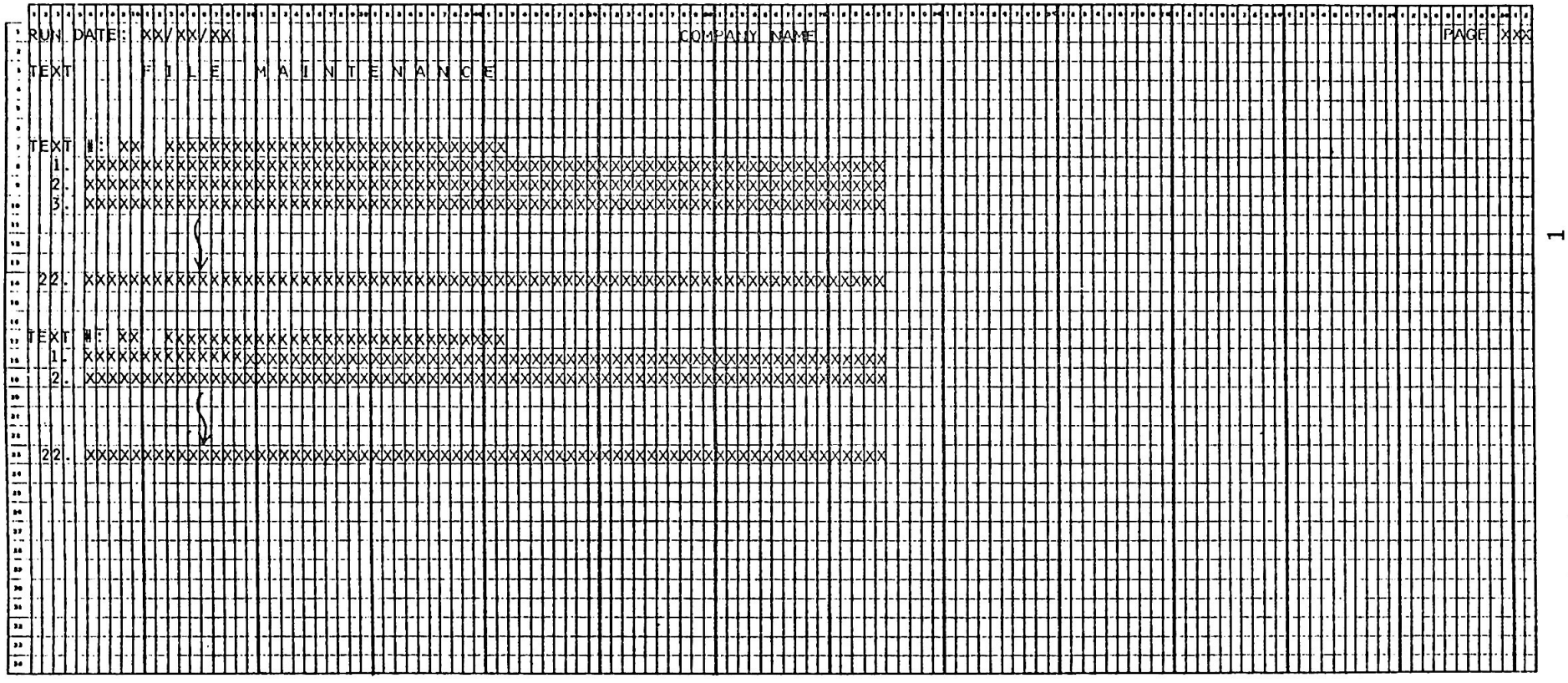
Source Cross Reference 8
Profit and Loss Statement 9
Balance Sheet 10
Supporting Schedules 11
Supporting Schedules 12

REPORT FORMAT

G/L

D-BASIC
Release: 001
Date: 07/31/79

Text File Print-Out

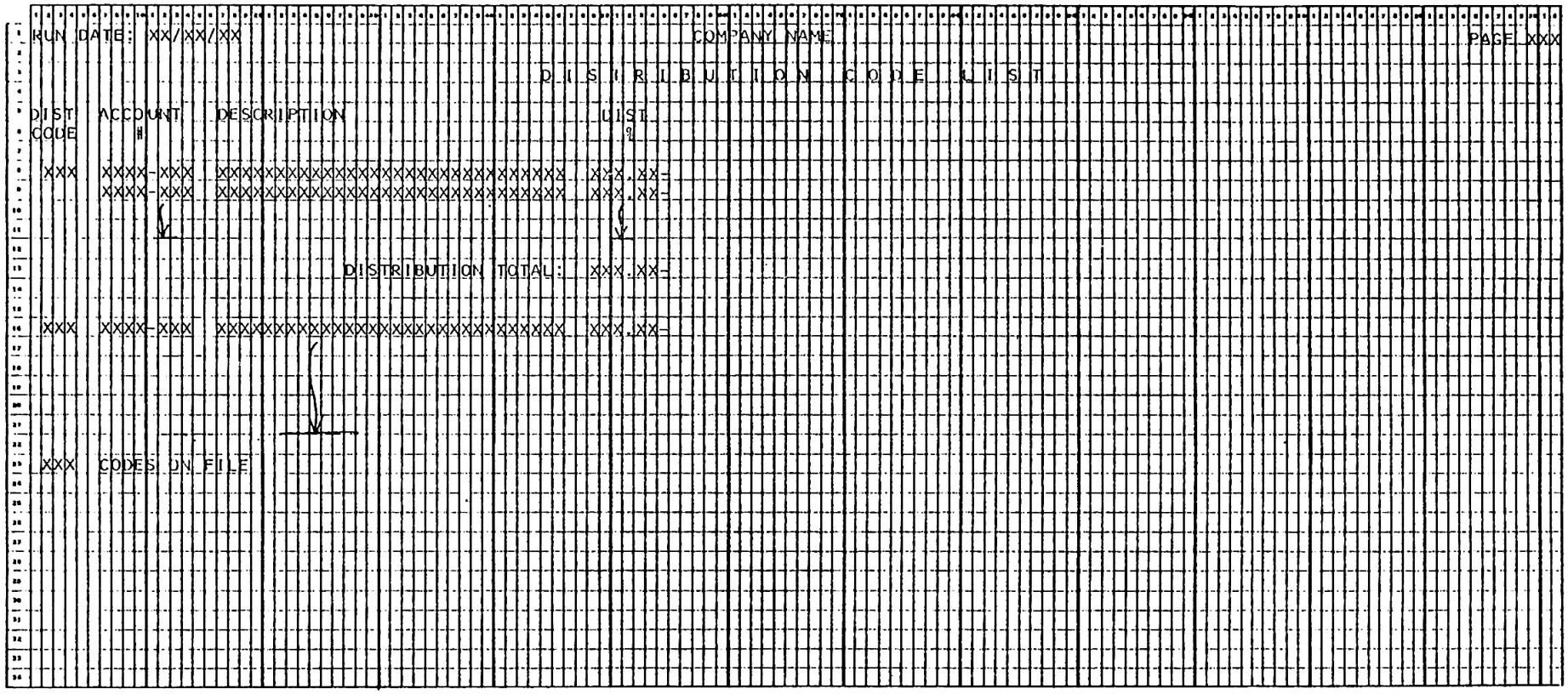

RUN DATE: XX/XX/XX
COMPANY NAME
PAGE XXX
TEXT F I L E M A I N T E N A N C E
TEXT #: XX XXXXXXXXXXXXXXXXXXXXXXXXXXXX
1. XXXXXXXXXXXXXXXXXXXX

REPORT FORMAT

G/L

D-BASIC
Release: 001
Date: 07/31/79

Distribution Code List



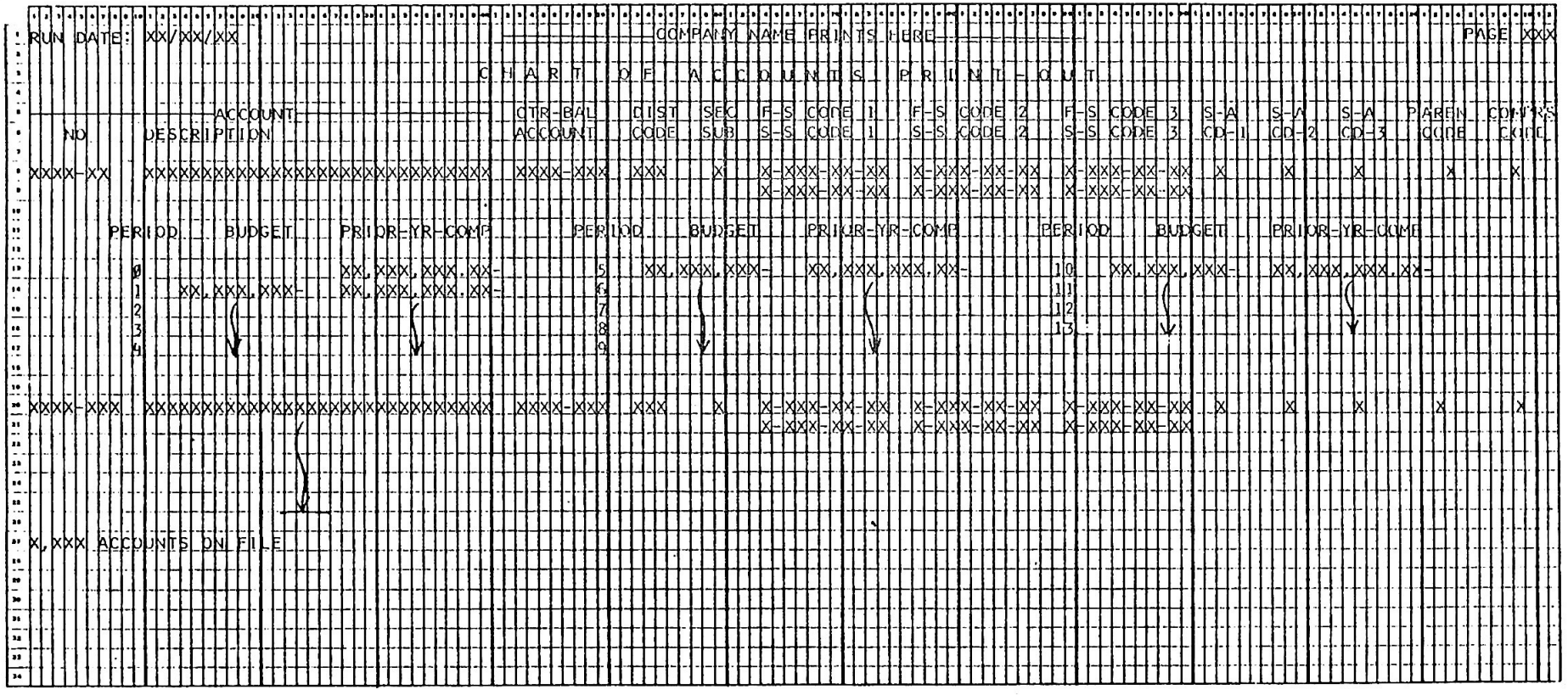
REMARKS _____

REPORT FORMAT

G/L

D-BASIC
Release: 001
Date: 07/31/79

Chart of Accounts Print-Out



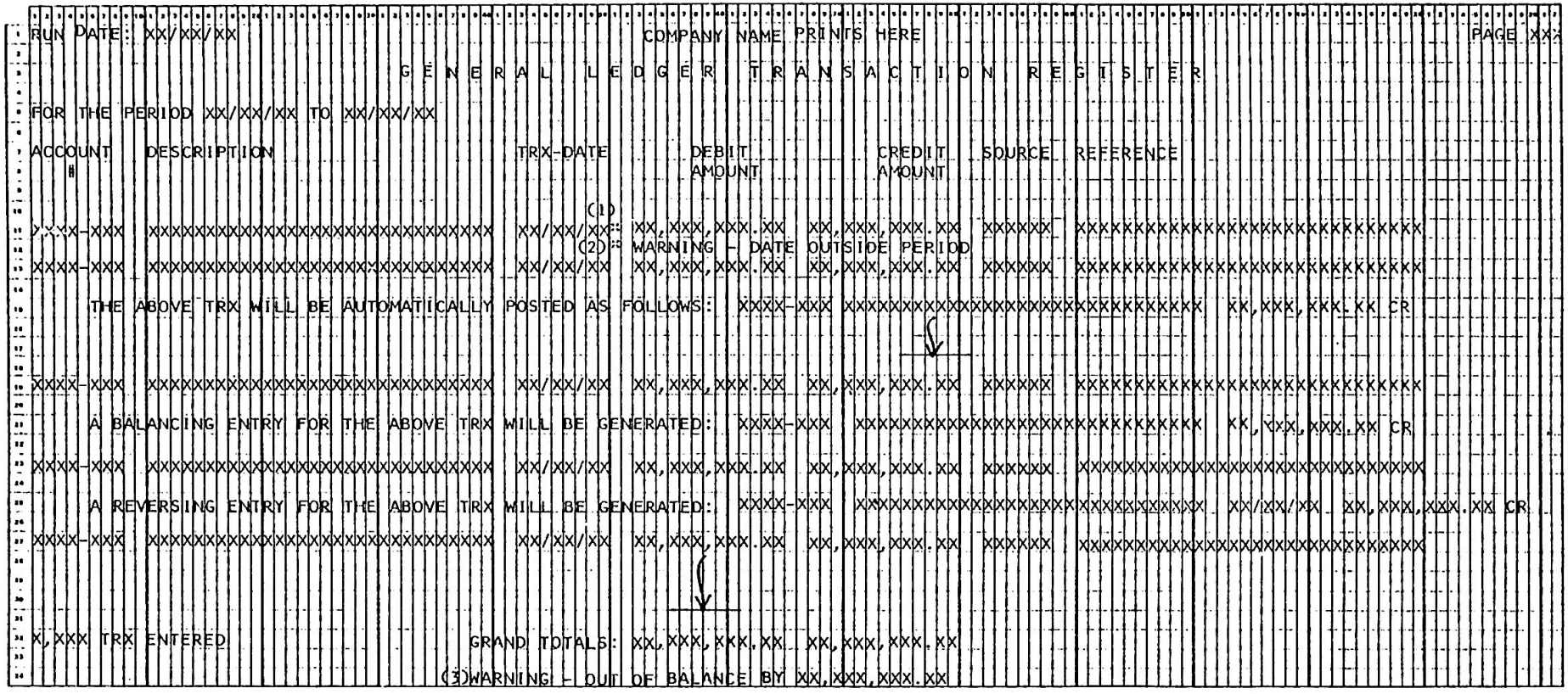
REMARKS _____

REPORT FORMAT

G/L

D-BASIC
Release: 001
Date: 07/31/79

General Ledger Transaction Register



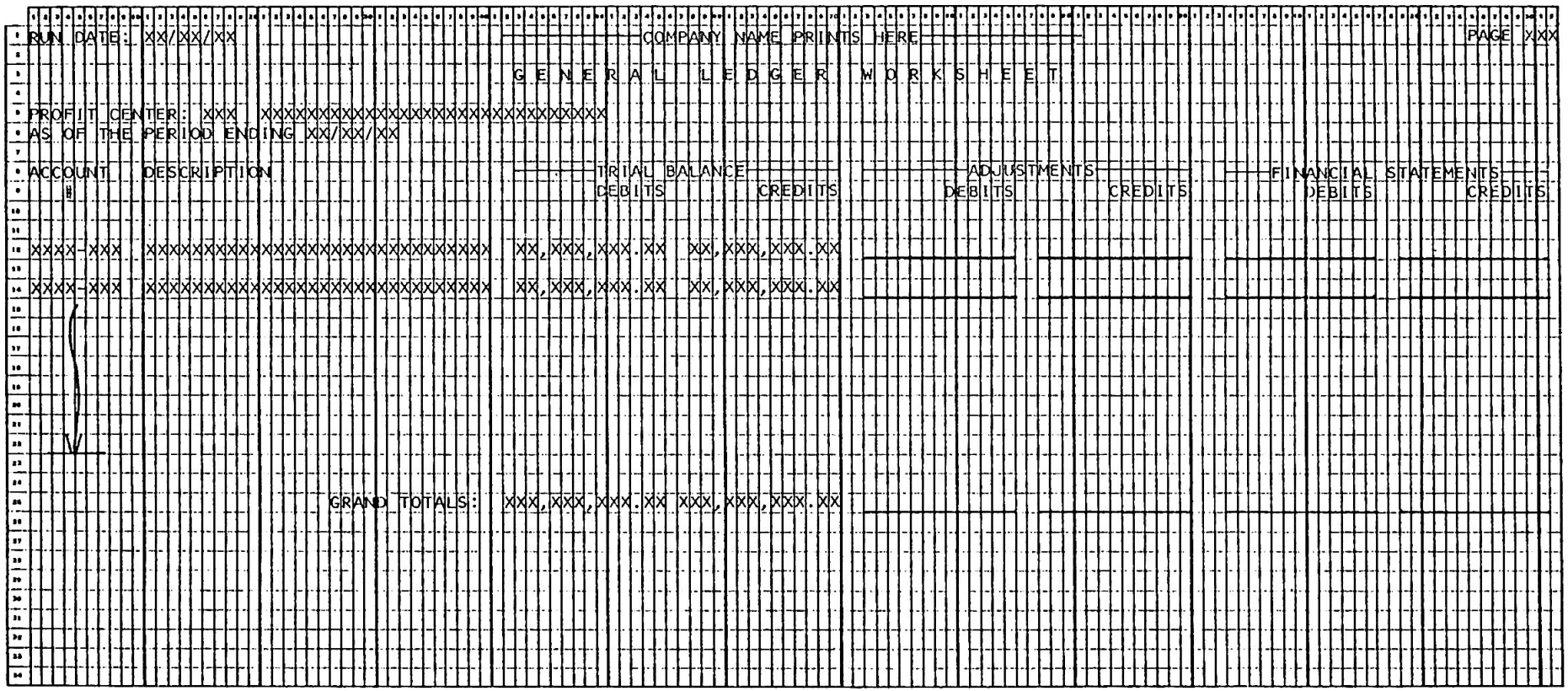
REMARKS (1) PRINT ASTERISK BESIDE DATE AND WARNNG (2) ON NEXT LINE IF DATE IS OUTSIDE PERIOD.
(3) IF DEBITS DON'T EQUAL CREDITS, PRINT THIS WARNING AND DON'T ALLOW TRX TO BE POSTED TO YEAR-TO-DATE FILE.

REPORT FORMAT

G/L

D-BASIC
Release: 001
Date: 07/31/79

General Ledger Worksheet



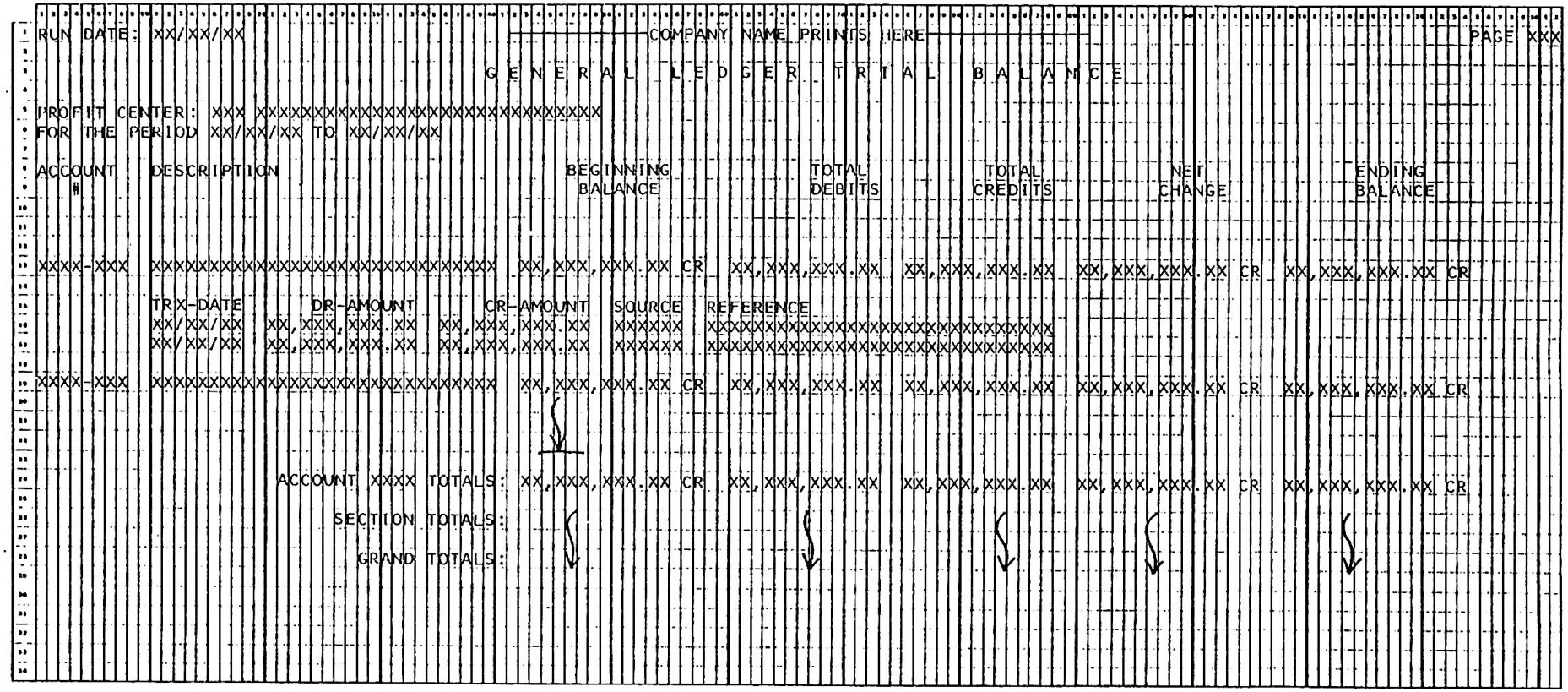
REMARKS _____

REPORT FORMAT

G/L

D-BASIC
Release: 001
Date: 07/31/79

General Ledger Trial Balance



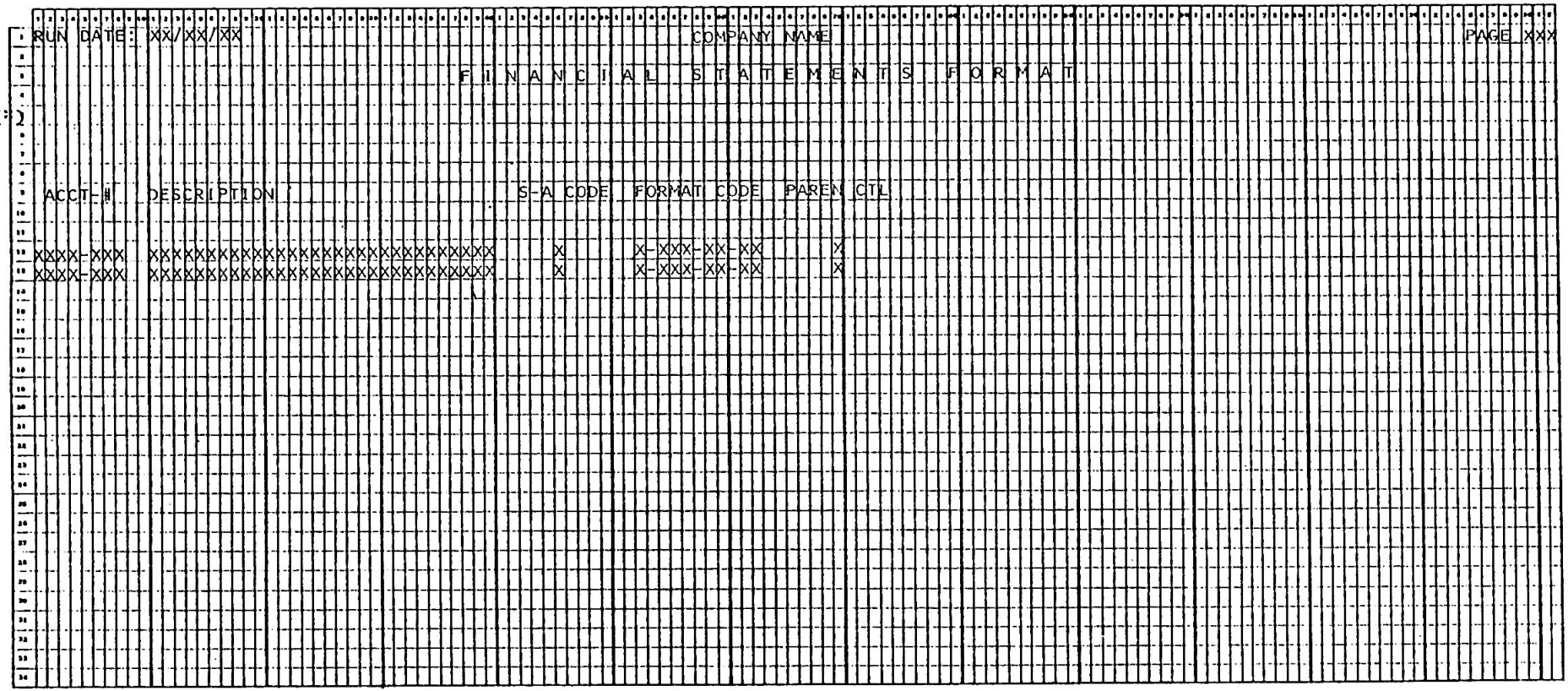
REMARKS (1) PROFIT CENTER ONLY PRINTS IF USER HAS MULTIPLE PROFIT CENTERS. (2) DETAIL SECTION PRINTING IS OPTIONAL. (3) ACCOUNT TOTALS ONLY PRINT IF ENTRIES EXIST FOR MULTIPLE PROFIT CNETERS FOR THE SAME ACCOUNT. (4) SECTION TOTALING IS CONTROLLED BY THE SECTION TOTAL INDICATOR IN THE CHART OF ACCOUNTS (LAST ACCOUNT IN SECTION IS CODED TO SECTION TOTAL).

REPORT FORMAT

G/L

D-BASIC
Release: 001
Date: 07/31/79

Financial Statement Format



REMARKS PRINT B/S ACCTS, P&L ACCTS, EACH SUPPORTING SCHEDULE AND SAF ON SEPARATE PAGES.

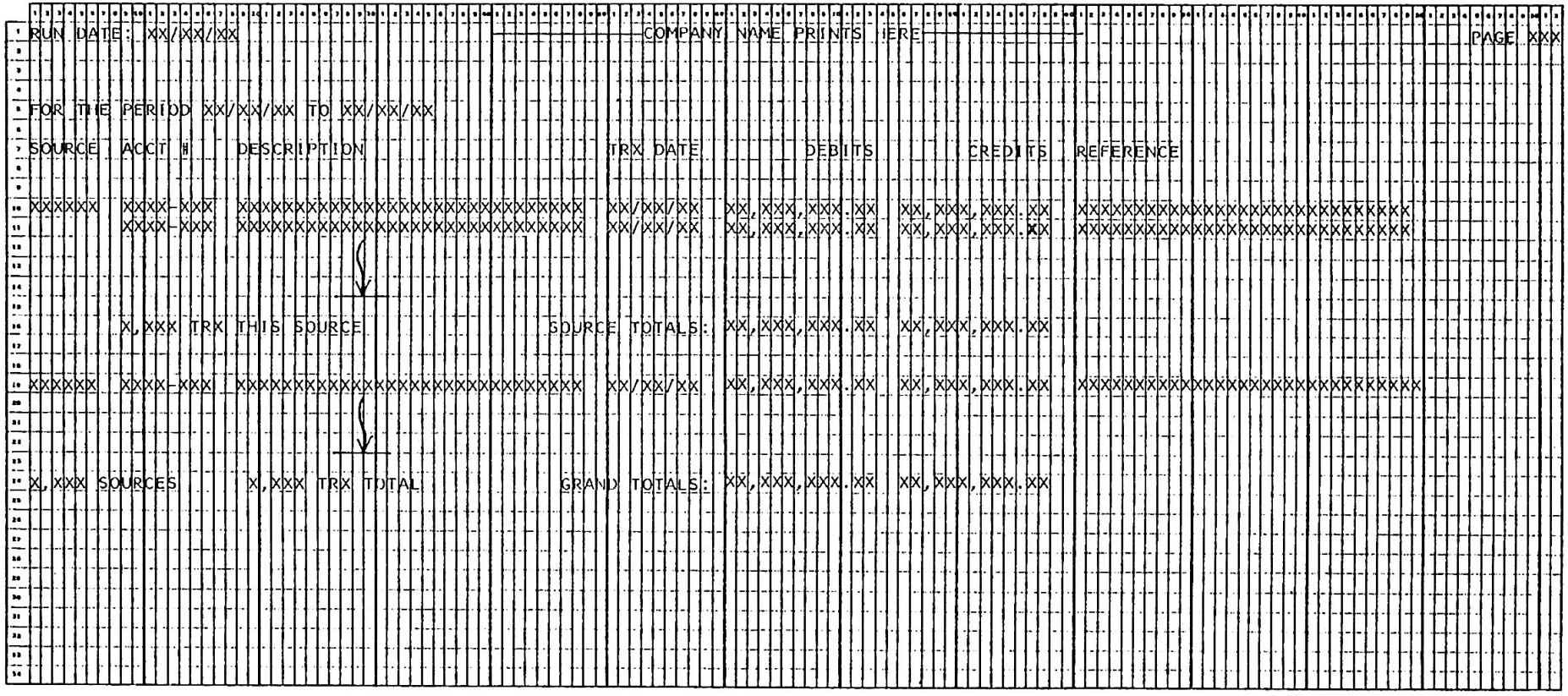
(*)THIS LINE WILL CONTAIN A LEGEND FOR BALANCE SHEET, P&L, SUPPORTING SCHEDULE OR SAF.

REPORT FORMAT

G/L

D-BASIC
Release: 001
Date: 07/31/79

Source Cross Reference



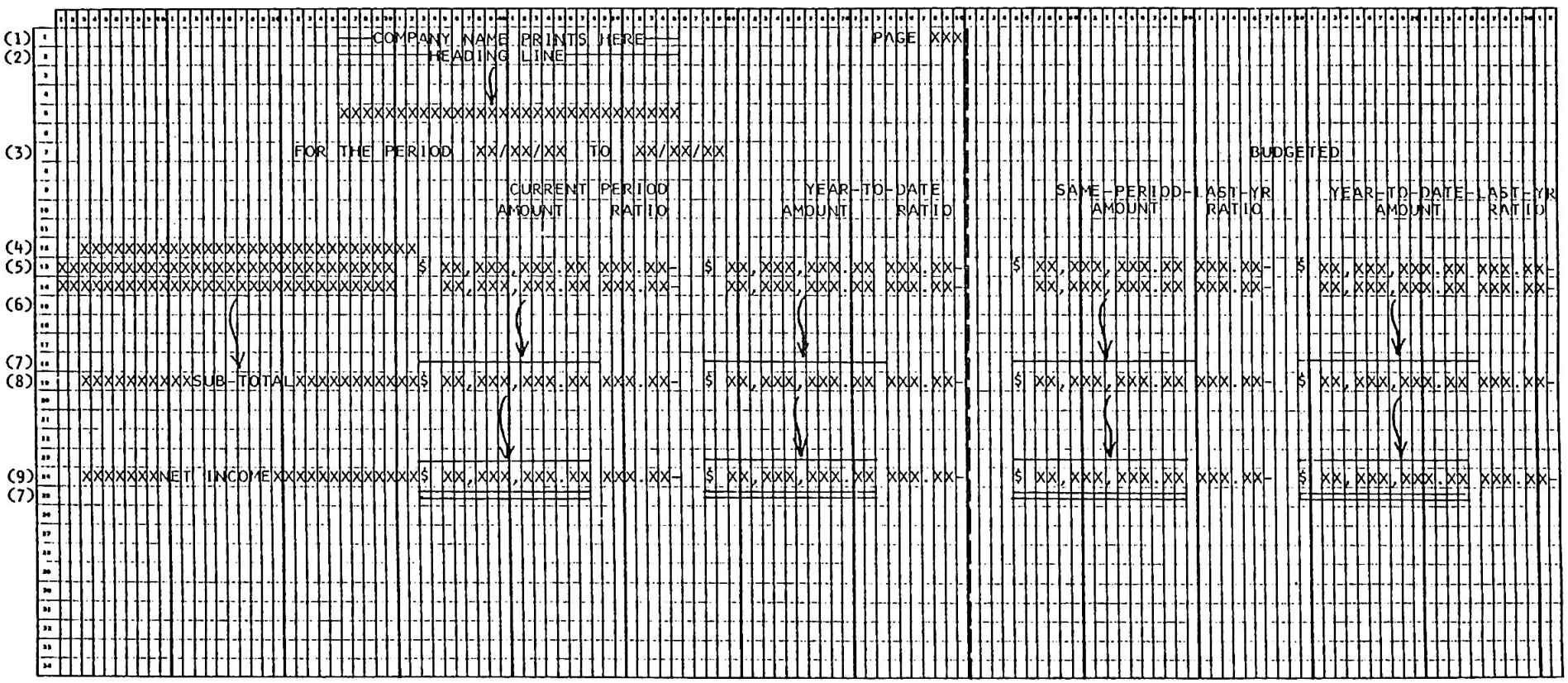
REMARKS FRONT END SCREEN ASKS FOR STARTING AND ENDING DATES (DEFAULTS TO CURRENT PERIOD).

REPORT FORMAT

G/L

D-BASIC
Release: 001
Date: 07/31/79

Profit and Loss Statement



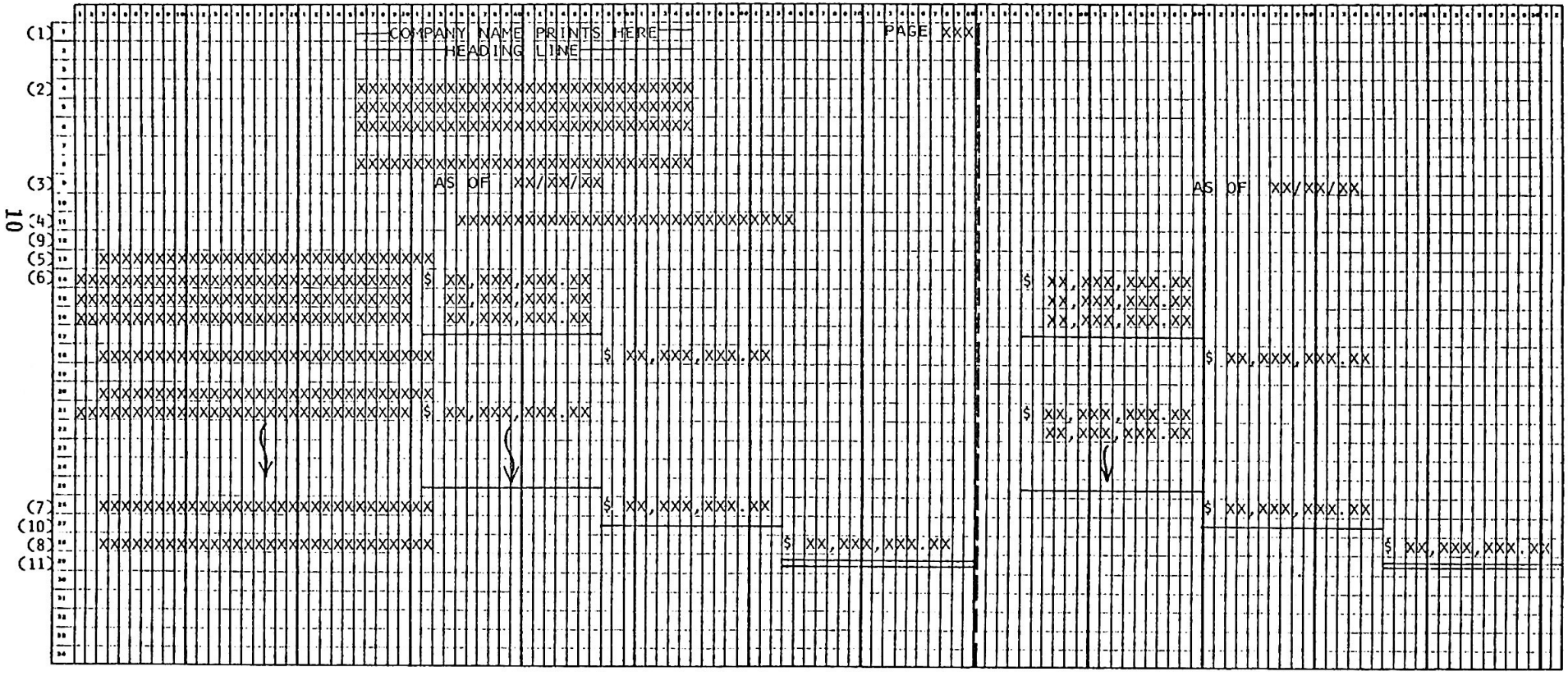
REMARKS THE REPORT LAYOUT IS CONTROLLED MOSTLY BY THE REPORTING SPECIFICATIONS AND THE CHART OF ACCOUNTS. THIS REPRESENTS ONLY ONE POSSIBLE FORMAT. (1) COMPANY NAME "HF" ACCOUNT. (2) HD OR DS ACCOUNT. (3) LG ACCOUNT. (4) GH ACCOUNT OR TX ACCOUNT (5) IP, VP, VS ACCOUNT. (6) LF ACCOUNT. (7) UL OR DL ACCOUNT (8) SS, ST, TT ACCOUNT. (9) NT ACCOUNT.

REPORT FORMAT

G/L

D-BASIC
Release: 001
Date: 07/31/79

Balance Sheet



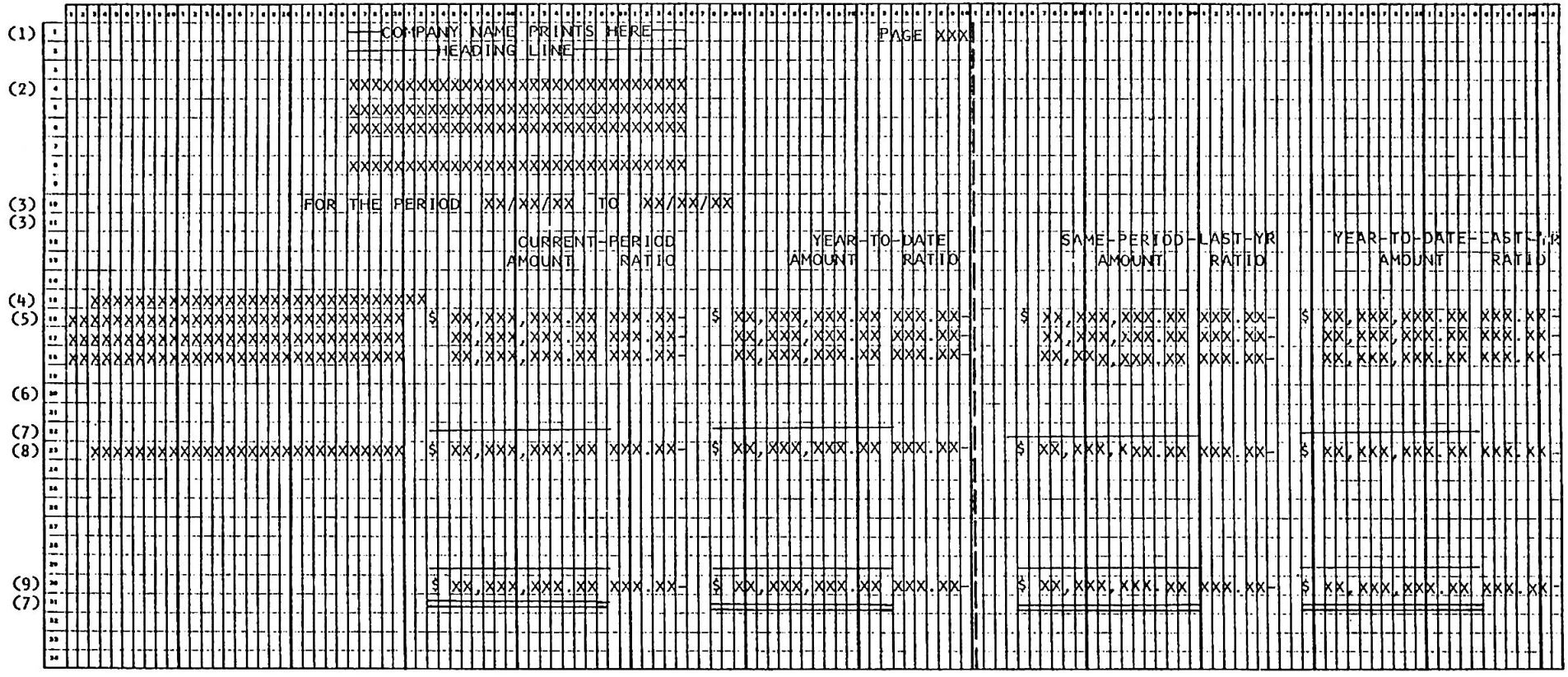
REMARKS (1) COMPANY "HF". (2) HEADER "HD" OR "DS". (3) LEGEND. (4) "HL" ACCOUNTS. (5) "TX" ACCOUNTS. (6) "IP","VP","VS" ACCOUNTS (7) "ST","TT","SS" ACCOUNTS (8) "GT" ACCOUNTS (9) "LF" ACCOUNTS (10) "UL" ACCOUNT (11) "DL" ACCOUNTS.

REPORT FORMAT

G/L

D-BASIC
Release: 001
Date: 07/31/79

Supporting Schedules



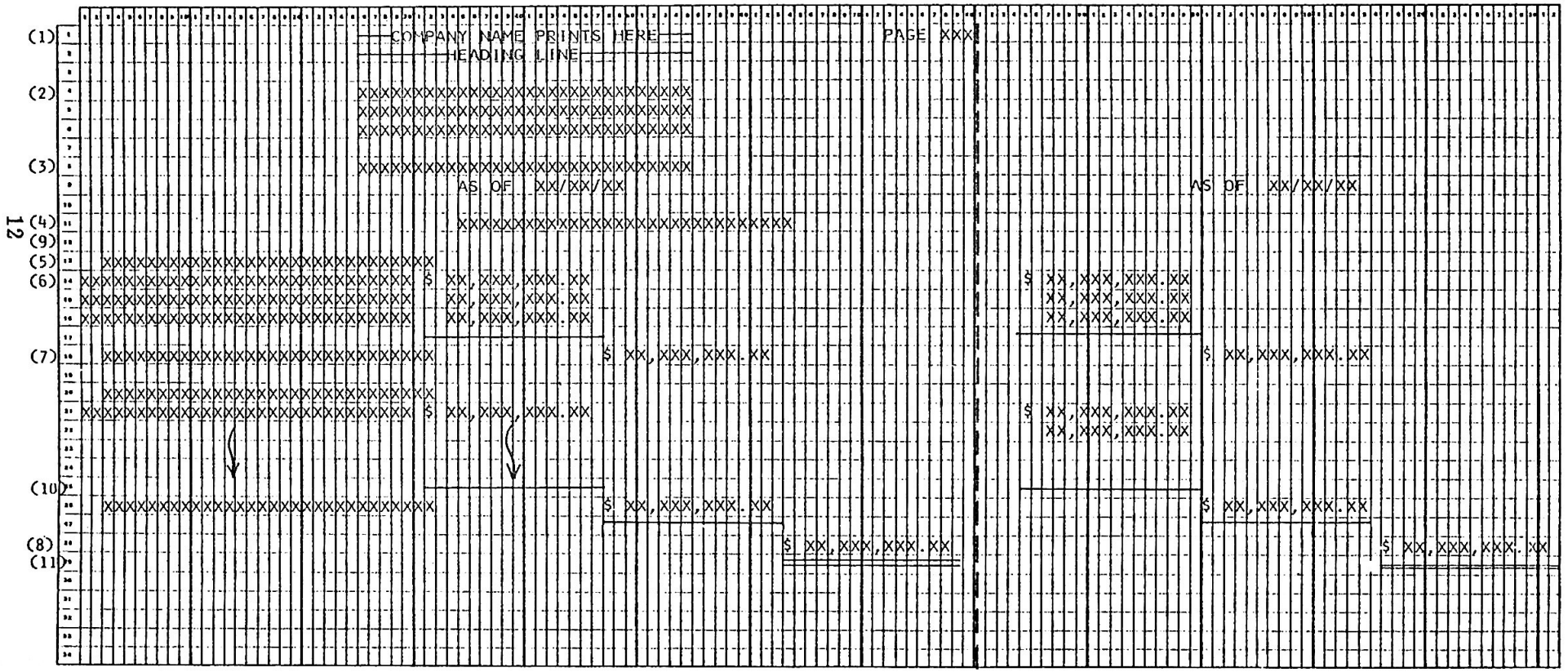
REMARKS THE REPORT LAYOUT IS CONTROLLED MOSTLY BY THE REPORTING SPECIFICATIONS AND THE CHART OF ACCOUNTS. THIS REPRESENTS ONLY ONE POSSIBLE FORMAT. (1) COMPANY NAME "HF" ACCOUNT. (2) HD OR DS ACCOUNT. (3) LG ACCOUNT. (4) GH ACCOUNT OR TX ACCOUNT (5) IP, VP, VS ACCOUNT. (6) LF ACCOUNT. (7) UL OR DL ACCOUNT. (8) SS, ST, TT ACCOUNT. (9) NT ACCOUNT.

REPORT FORMAT

G/L

D-BASIC
Release: 001
Date: 07/31/79

Supporting Schedules



REMARKS (1) COMPANY "HF". (2) HEADER "HD" OR "DS". (3) LEGEND. (4) "HL" ACCOUNTS. (5) "GH" ACCOUNTS. (6) "IP", "VP","VS" ACCOUNTS (7) "ST","TT", "SS" ACCOUNTS (8) "GT" ACCOUNTS (9) "LF" ACCOUNTS (10) "UL" ACCOUNT (11) "DL" ACCOUNTS.

SECTION 8
REPORT FORMATS

SECTION VIII

REPORT FORMATS

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Alphabetical Customer List 2

Salesman File Print Out 3

A/R Open Item File Edit List 4

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Cash Receipts Journal 6

A/R Aged Trial Balance 7

A/R Aged Trial Balance Summary 8

Monthly Cash Receipts Summary 9

Monthly Sales Summary 10

Finance Charge Report 11

Commissions Due Report 12

REPORT FORMAT

D-BASIC
Release: 001
Date 12/15/78

A / R

Customer File Print-Out

RUN DATE: XX/XX/XX — COMPANY NAME PRINTS HERE — PAGE XXXX

CUSTOMER FILE PRINT-OUT

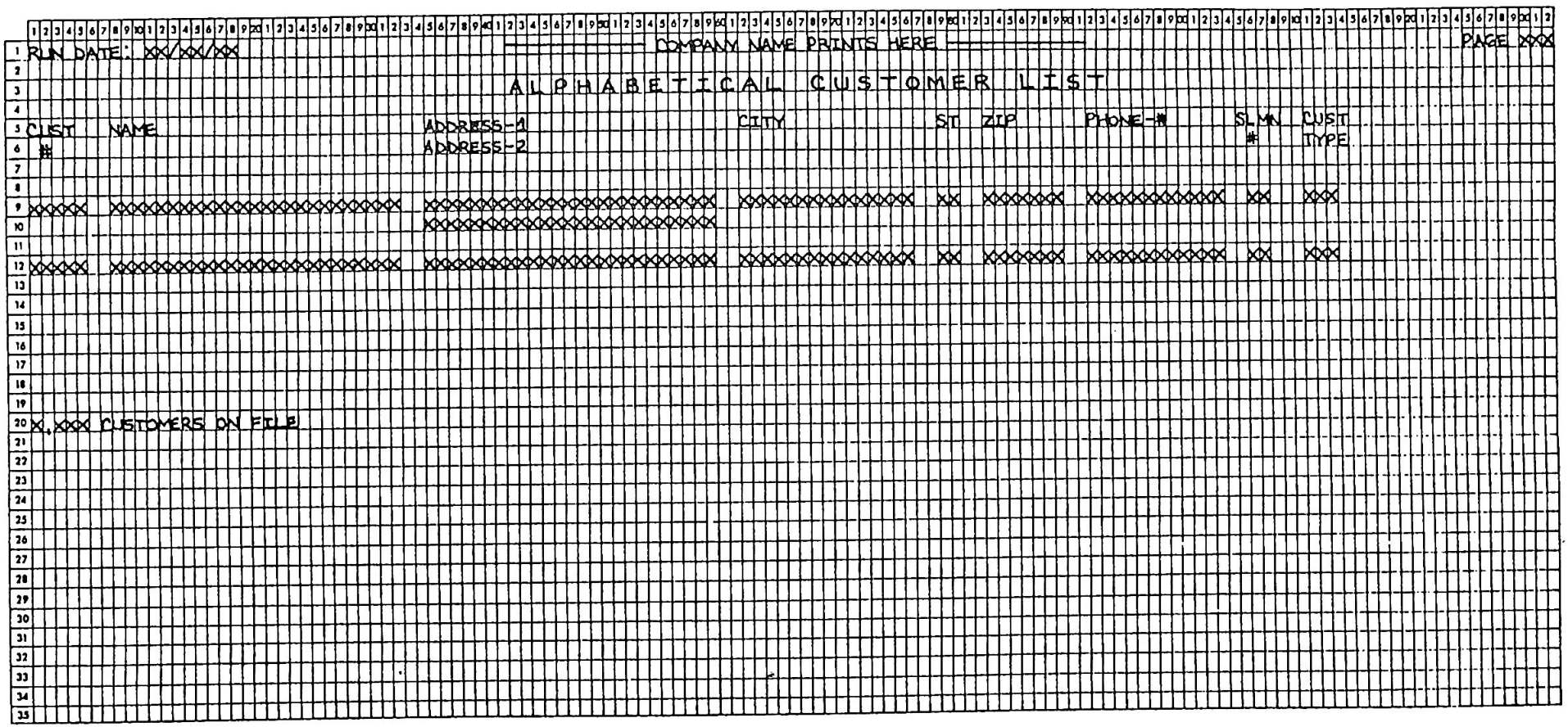
BALANCE METHODS: B = BALANCE FORWARD O = OPEN ITEM
SHIP VIA CODES: XXXX

REPORT FORMAT

A / R

D-BASIC
Release: 001
Date 12/15/78

Alphabetical Customer List



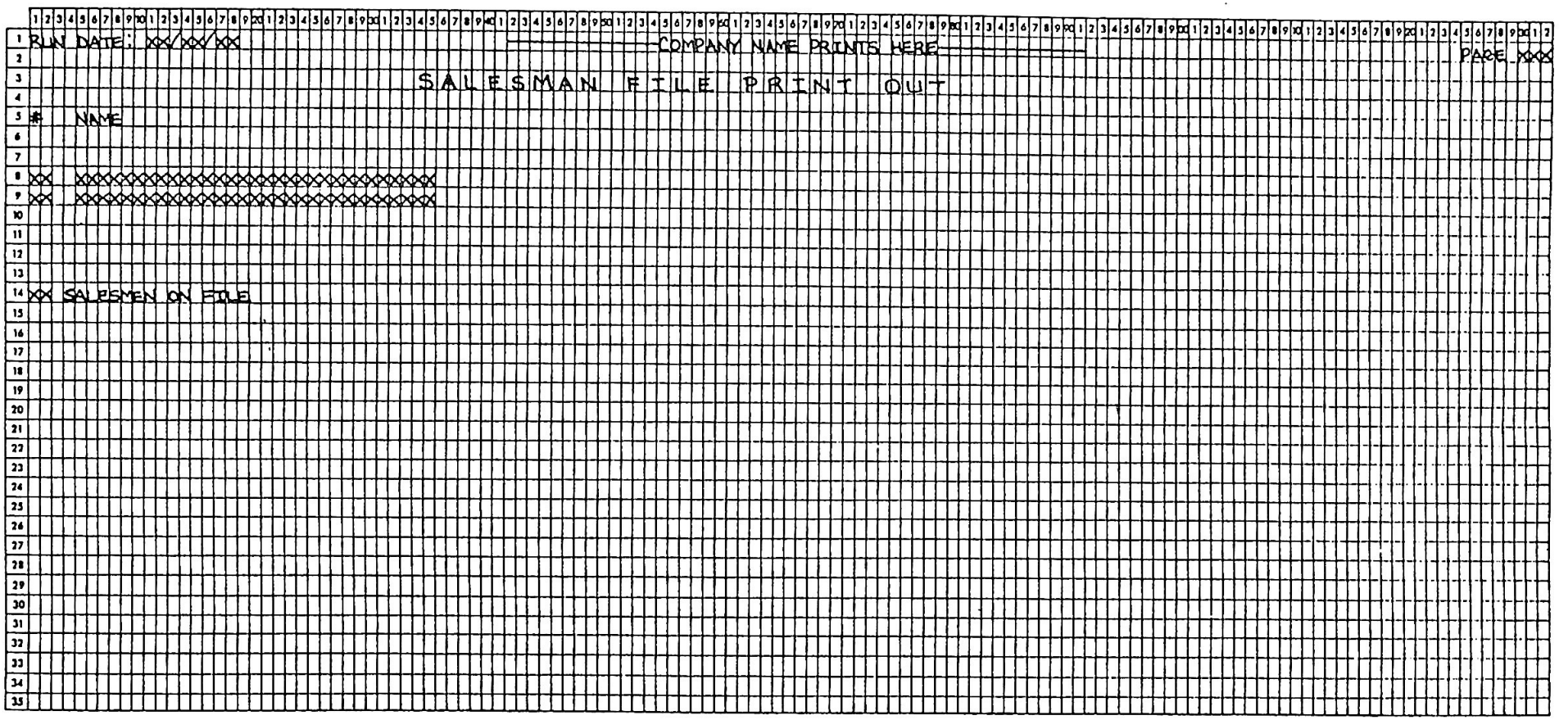
REMARKS _____

REPORT FORMAT

D-BASIC
Release: 001
Date 12/15/78

A / R

Salesman File Print-Out



REMARKS _____

REPORT FORMAT

A / R

D-BASIC
Release: 001
Date 12/15/78

A/R Open Item File Edit List

RUN DATE: XX/XX/XX ——COMPANY NAME PRINTS HERE—— PAGE XXX

A/R OPEN ITEM FILE EDIT LIST

DOCUMENT TYPES: I = INVOICE P = PAYMENT C = CR MEMO D = DR MEMO F = FINANCE CHARGE B = BALANCE FORWARD

NOTE: ON DOC TYPES S, C & D "AMOUNT-1" IS SALE AMT. ON TYPE P "AMOUNT-1" IS CASH RECEIPT AMT. ON TYPE F "AMOUNT-1" IS FIN CHG AMT.
ON DOC TYPES S, C & D "AMOUNT-2" IS OTHER CHARGES ON TYPE P "AMOUNT-2" IS DISCOUNT ALLOWED. (NO "AMOUNT-2" FOR TYPE F.)

CUST #	NAME	DOC-#	DOC DATE	DOC TYP	APPLY TO-#	AMOUNT-1	AMOUNT-2	ITEM-TOTAL	REFERENCE
XXXXX	XXXXXXXXXXXXXXXXXXXXXXXX	XXXXXX	XX/XX/XX	X	XXXXXX	XXX,XXX.XX-	XX,XXX.XX-	XXX,XXX.XX-	XXXXXXXXXXXXXXXXXXXXXXXX
XXXXX	XXXXXXXXXXXXXXXXXXXXXXXX	XXXXXX	XX/XX/XX	X	XXXXXX	XXX,XXX.XX-	XX,XXX.XX-	XXX,XXX.XX-	XXXXXXXXXXXXXXXXXXXXXXXX

X,XXX ITEMS FOR CUSTOMER XXXXX — CUSTOMER TOTALS: XXX,XXX.XX- XX,XXX.XX- XXX,XXX.XX-

X,XXX ITEMS TOTAL. — GRAND TOTALS: X,XXX,XXX.XX- XXX,XXX.XX- X,XXX,XXX.XX-

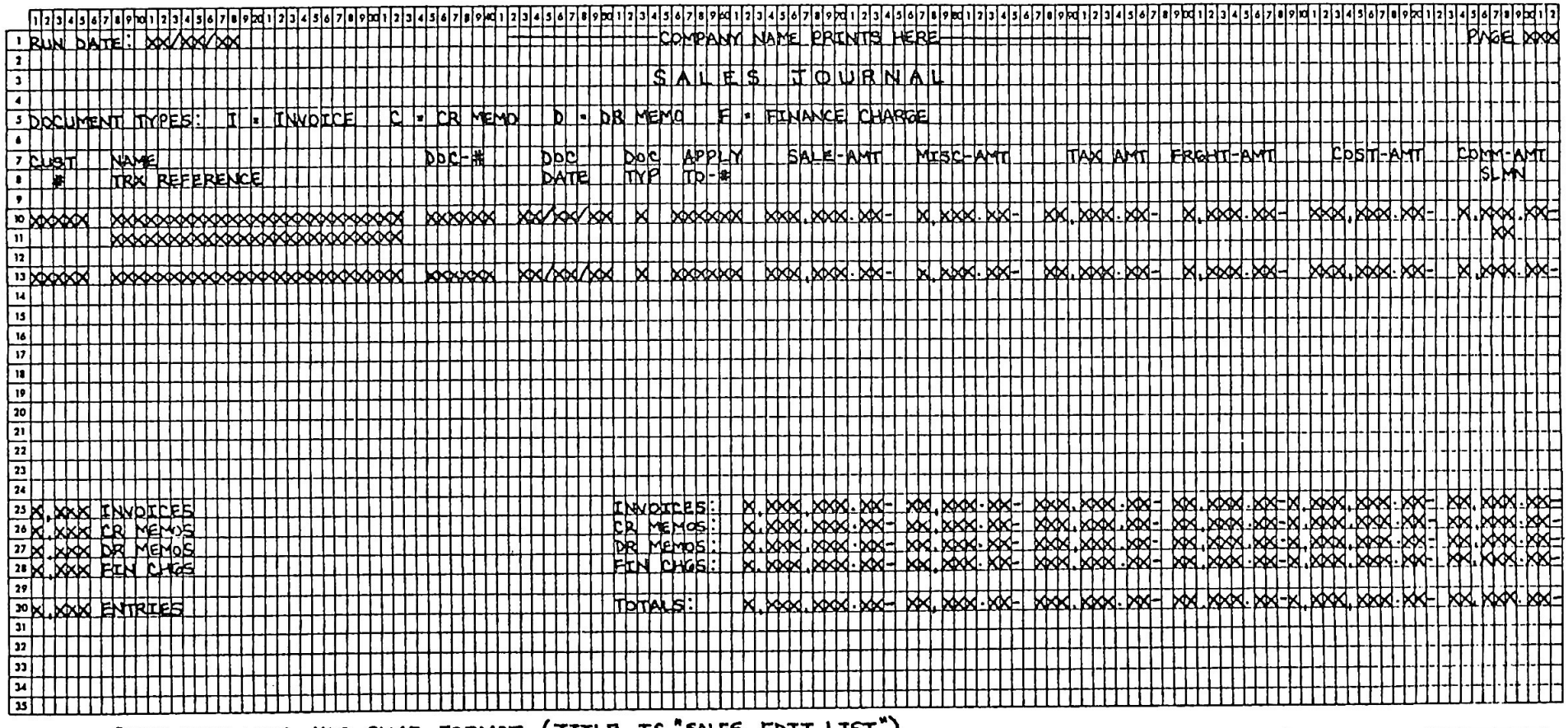
REMARKS _____

REPORT FORMAT

D-BASIC
Release: 001
Date 12/15/78

A / R

Sales Journal



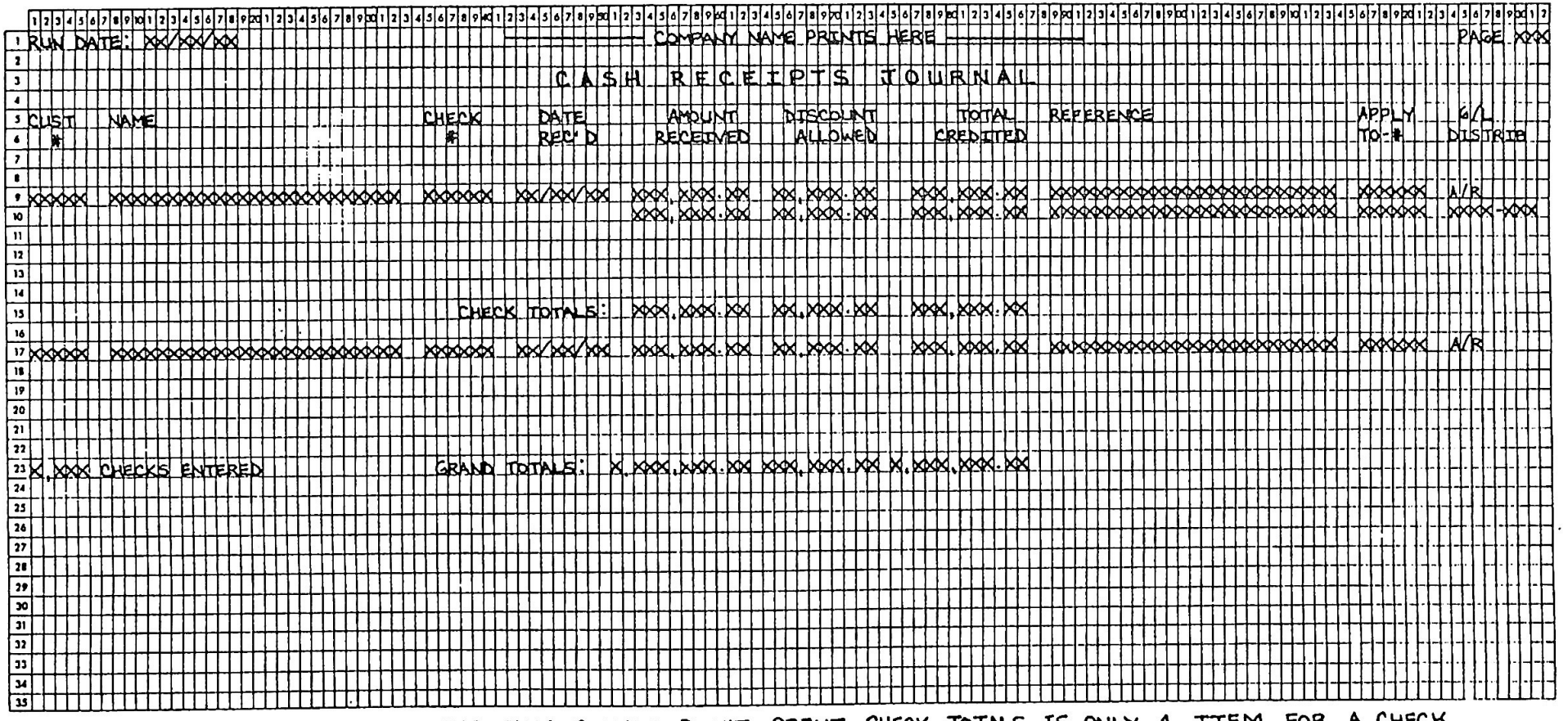
REMARKS SALES EDIT LIST HAS SAME FORMAT. (TITLE IS "SALES EDIT LIST")

REPORT FORMAT

A / R

D-BASIC
Release: 001
Date 12/15/78

Cash Receipts Journal



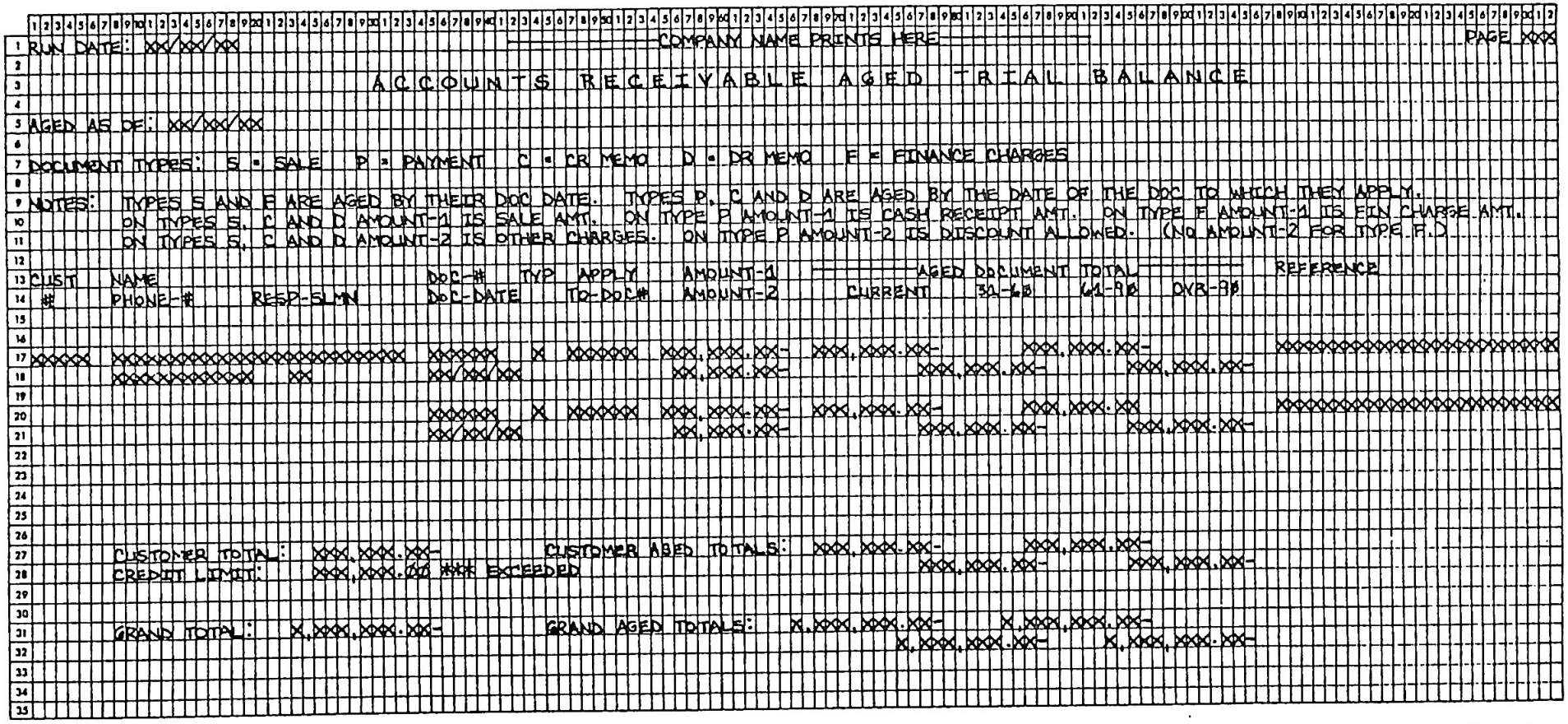
REMARKS CASH RECEIPTS EDIT LIST HAS SAME FORMAT. DON'T PRINT CHECK TOTALS IF ONLY 1 ITEM FOR A CHECK.

REPORT FORMAT

A / R

D-BASIC
Release: 001
Date 12/15/78

A/R Aged Trial Balance



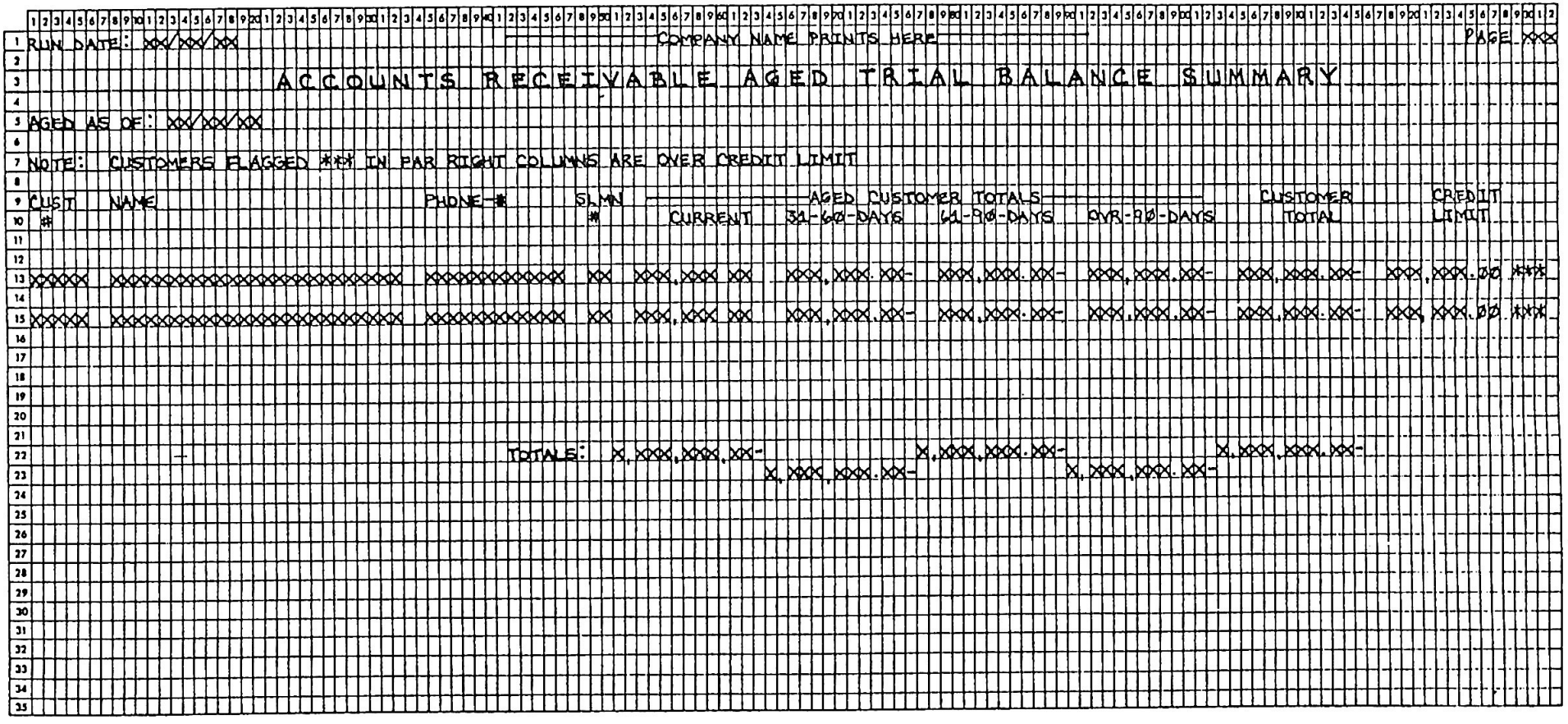
REMARKS _____

REPORT FORMAT

A / R

D-BASIC
Release: 001
Date 12/15/78

A/R Aged Trial Balance Summary



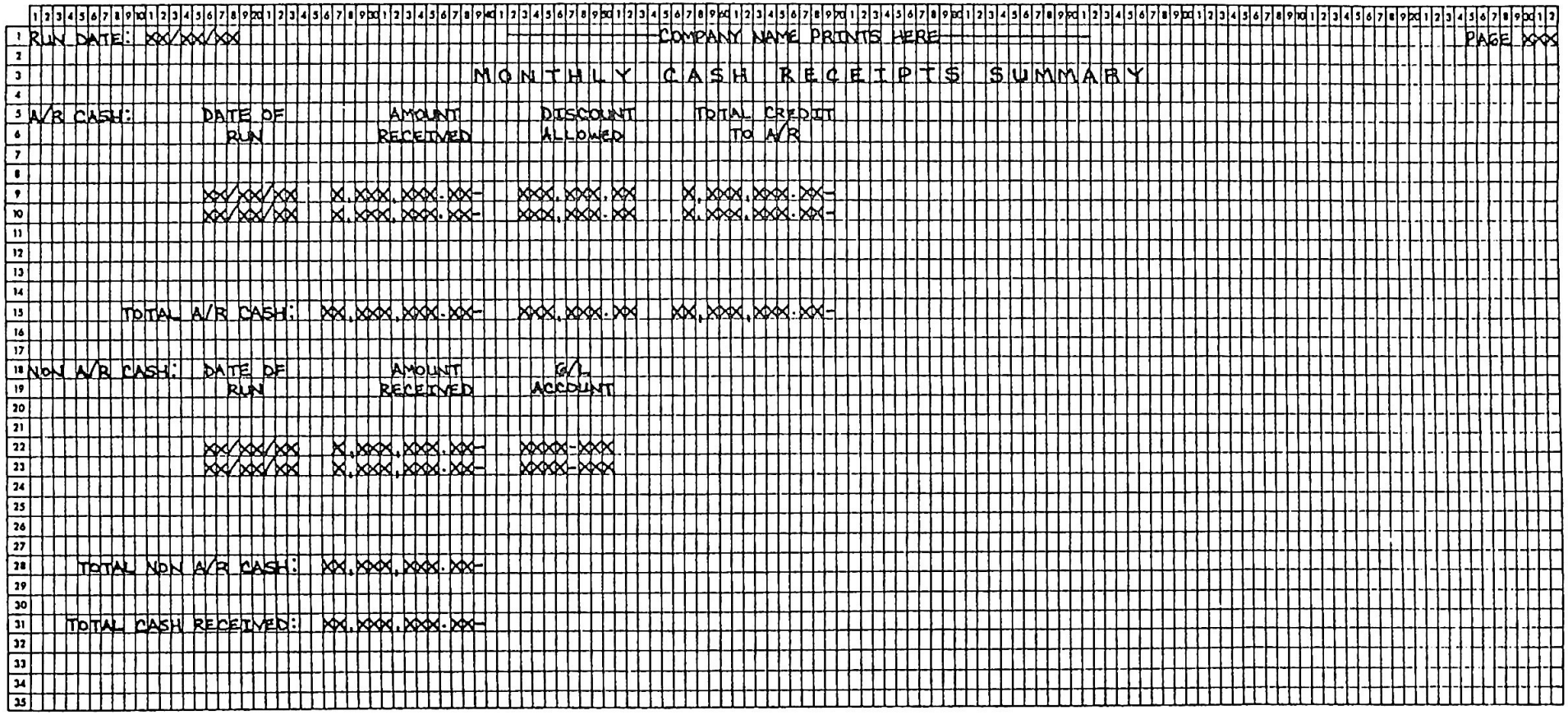
REMARKS _____

REPORT FORMAT

D-BASIC
Release: 001
Date 12/15/78

A / R

Monthly Cash Receipts Summary



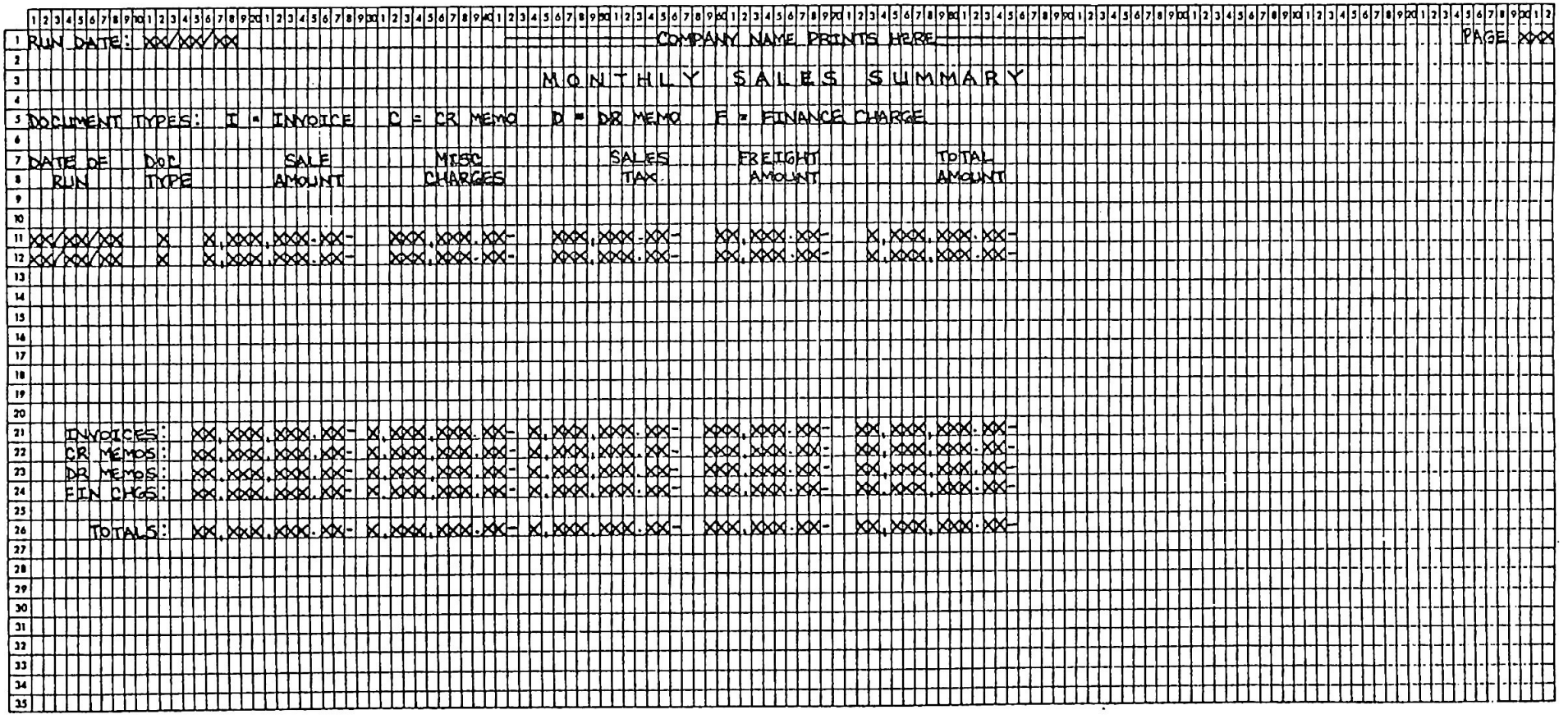
REMARKS _____

REPORT FORMAT

A / R

D-BASIC
Release: 001
Date 12/15/78

Monthly Sales Summary



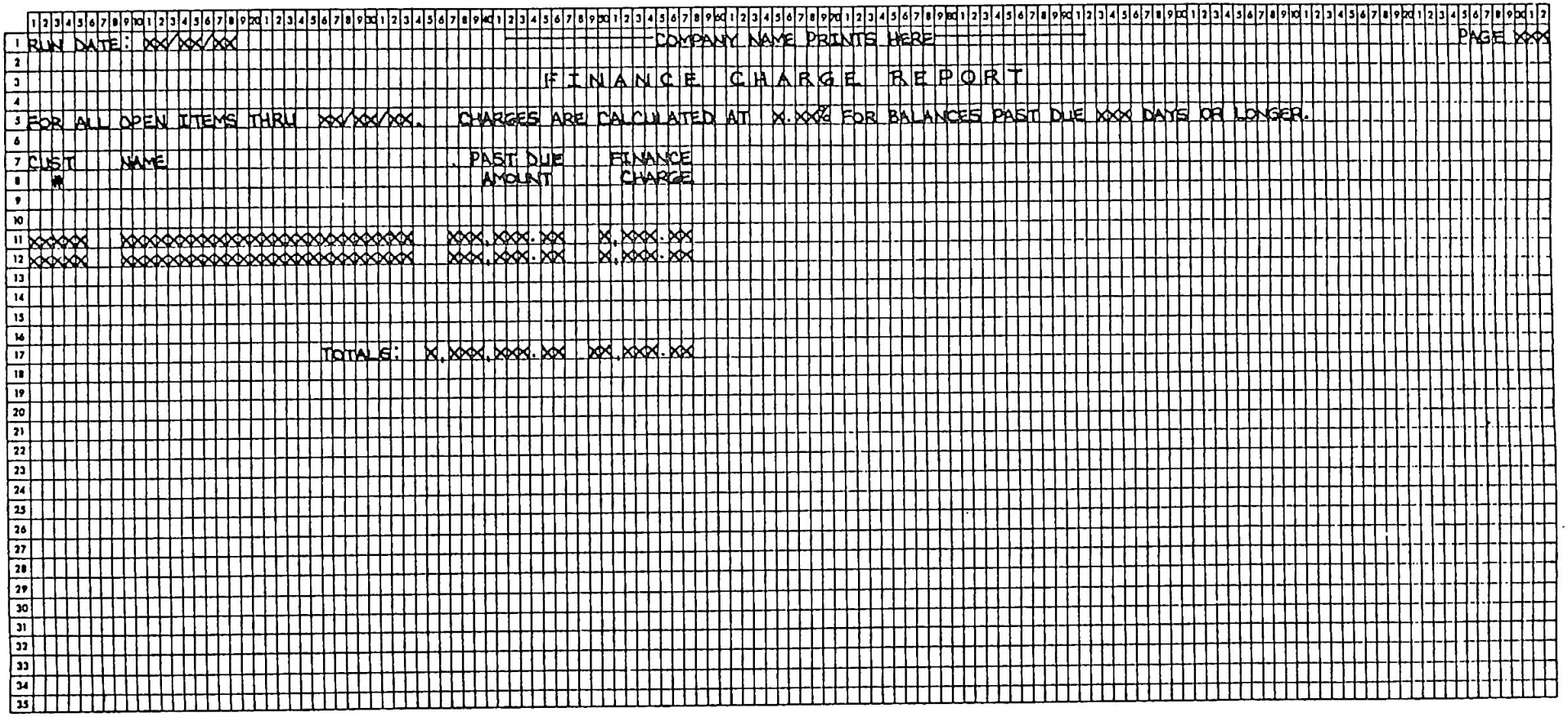
REMARKS _____

REPORT FORMAT

D-BASIC
Release: 001
Date 12/15/78

A / R

Finance Charge Report



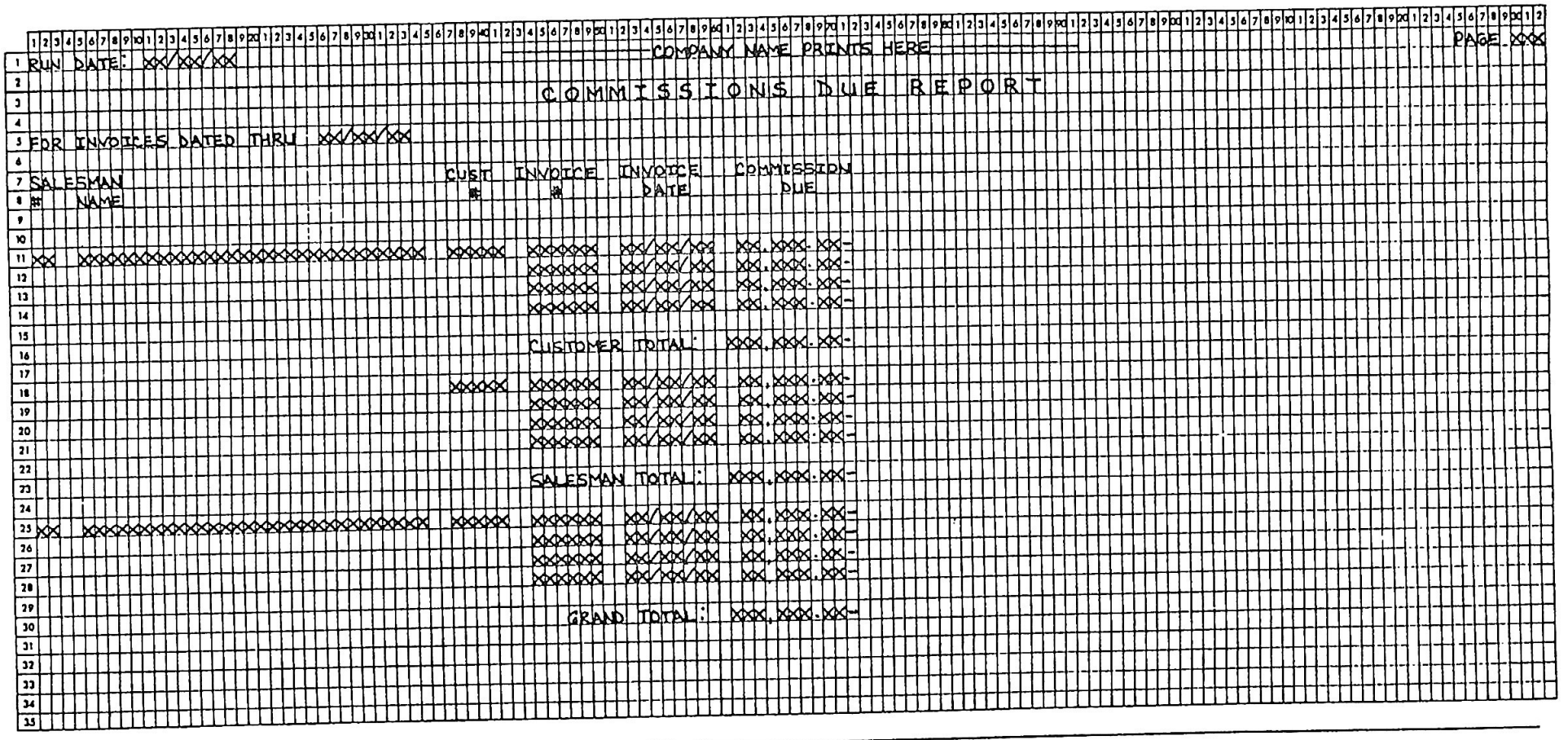
REMARKS _____

REPORT FORMAT

A / R

D-BASIC
Release: 001
Date 12/15/78

Commissions Due Report



REMARKS _____

SECTION 9
SPECIAL FORMS AND
D—BASIC ERROR TABLES

T-6

STATEMENT

**YOUR COMPANY NAME
AND ADDRESS HERE**

STATEMENT DATE

ITEMS AFTER THIS DATE WILL APPEAR ON YOUR NEXT STATEMENT.

ACCOUNT NO

PLEASE REFER TO THIS ACCOUNT NO. WHEN MAKING INQUIRIES.

REFERENCE	DATE	CODE	DESCRIPTION	AMOUNT	BALANCE
				PLEASE PAY →	

CODES:
I INVOICE
C CR MEMO
D DR MEMO
P = PAYMENT
A = DISCOUNT ALLOWED
F = FINANCE CHARGE

REMITTANCE ADVICE

**YOUR COMPANY NAME
AND ADDRESS HERE**

TO INSURE PROPER CREDIT, PLEASE RETURN THIS PORTION WITH YOUR PAYMENT.

CHECK THOSE ITEMS IN THE " ✓ " COLUMN BEING PAID.

STATEMENT DATE

ACCOUNT NO

REFERENCE	CODE	AMOUNT	✓
TOTAL			

TABLE 9-2

RUNTIME ERROR CODES & MESSAGES

Error codes under D-BASIC are in decimal notation; under LGO they are hexidecimal.

CODE DEC.	CODE HEX	MESSAGE	F-FATAL N-NONFATAL	MEANING
0	0	none	-	Successful
1	1	COMPILATION	F	Program contains a compile error
2	2	UNDEFINED REFERENCE	F	Reference made to an invalid line number or routine
3	3	SUBSCRIPT	F	Subscript is out of range.
4	4	ARGUMENTS	F	Invalid number of arguments passed.
5	5	RETURN	F	Return with no matching GO-SUB.
6	6	OVERFLOW	F	GOSUB, DEF AND SUB nesting too deep.
7-8	7-8	none	-	Reserved for internal compiler use.
9-18	9-12	reserved		
19	13	END OF FILE	F	Attempt to read past EOF.
20	14	OUT OF DATA	F	An attempt to READ past the end of a DATA list.
21	15	READ DATA TYPE	F	READ data does not match variable type.
22	16	I/O PARAMETER	F	Incorrect I/O parameter.
23	17	I/O FORMAT	F	I/O data does not match variable type.
24	18	USING	F	I/O using statement with invalid image statement.
25	19	IOLIST	F	An invalid IOLIST statement encountered.
26	1A	INVALID I/O	F	I/O statement is invalid on the OPENED lfn.
27	1B	FILE NOT OPEN	F	OPEN request on an lfn not OPENed.
28	IC	FILE ALREADY OPEN	F	OPEN request on an lfn already OPENed.
29	1D	FILE NONEXISTENT	F	Directory command on a non-existent file.
30	1E	FILE ALREADY EXISTS	F	Attempt to ALLOCATE a file that already exists.
31	1F	WRITE PROTECT	F	Attempt to write a WRITE PROTECTED file.
32	20	INSUFFICIENT SPACE	F	Not enough space available for ALLOCATE.
33	21	RECORD NOT FOUND	F	ISAM record specified not found.
34	22	DUPLICATE KEY	F	Attempt to add a duplicate key to an ISAM file.
35	23	MAX RECORDS	F	ISAM index file is full.

TABLE 9-2 (Continued)

DEC.	HEX			
36	24	ESCAPE	F	The ESC key has been typed by the operator.
37	25	TOO MANY FILES	F	Attempt to OPEN more than 16 logical files.
38-49	26-31	reserved		
50	32	INPUT SIZE	N	Numeric input data out of range. Set date to maximum value.
51	33	NONE	N	Numeric value exceeds the format spec. No message printed.
52	34	NUMERIC UNDERFLOW	N	Underflow during expressions evaluation. Sets value to zero.
53	35	NUMERIC OVERFLOW	N	Overflow during expression evaluation. Sets value to machine infinity.
54	36	DIVIDE BY ZERO	N	Division by zero. Sets value to machine infinity.
55	37	SQR	N	Square root of a negative number. Sets value to root of absolute value.
56	38	LOG	N	Logarithm of zero or negative number. For zero the value is set to negative machine infinity. For negative the result is the LOG of the absolute value.
57	39	POWER	N	A negative number raised to a nonintegral power or zero raised to a negative power. Results are minus the power of the absolute value and machine infinity, respectively.
58	3A	reserved	N	
71-101	47-65	UNDEFINED	F	

any program error
- LDMP
copy/ message

Table 9-2 (Continued)

DEC	HEX	
102	66	Invalid parameter - This is a catchall for the system routines; it says BASIC's done something very wrong.
103	67	Function error. Much the same situation as 102.
104	68	I/O error. Associated with HARD DISKETTE ERRORS.
105	69	Diskette directory error. This is the same as 104, but it indicates that the file directory has the error. This will also if it's in a "not ready" condition.
106	6A	Unit unavailable. You tried to access a non-existant diskette unit.
107	6B	LFN unavailable. You've got a file with the LFN (Logical File Number) already open, and you're trying to open another file with the same LFN.
108	6C	File unavailable. Someone has a file open with exclusive access, and you've tried to open it yourself.
109	6D	File not found. It doesn't exist on the unit specified.
110	6E	Attempt to open with write on a protected file.
111	6F	Open request does not match format. You tried to open a variable length record file in update mode, or to open an ISAM file with an OPEN.
112	70	LFN not open. The file you're trying to read or write isn't open.
113	71	Same as 110, but deals with CLOSE delete, truncate, etc.
114	72	Record length disagrees with count. You'll usually see this one surface as an I/O FORMAT ERROR. You've tried to read in more than your variable list will allow.
115	73	You tried to RREAD or RWRITE on a variable length record file.
116	74	Illegal read. You have this file open for write or write with extend, and are trying to read it. Close it, and reopen it for read.
117	75	End-of-file. You will always see this one as an END OF FILE ERROR.
118	76	You're trying to write to a file that's open for READ.
119	77	Duplicate filename. You're trying to allocate a file that's already on the diskette. Delete the old one first.
120	78	Directory full. You can't fit any more files on the diskette.

DEC.	HEX	
121	79	Insufficient file space available.
122	7A	File already unlocked. In response to an UNLOCK request (random I/O only,) you tried to unlock an unlocked file.
123-126	7B-7E	System loader errors. An attempt has been made to load an illegal binary file (i.e., LGO was chained to, or a load was attempted of, an uncompiled file).
127	7F	Insufficient buffer space for open . . . too many files open at once.
128-140	80-8C	Unassigned

The following deal only with ISAM files.

141	8D	Directory error. Same as a 105, but on an ISAM file.
142	8E	Unit available. Same as a 106.
143	8F	Duplicate filename. Same as a 119.
144	90	No directory space. Same as a 120.
145	91	No diskette space. Same as a 121.
146	92	Not ISAM file, or file not open for ISAM. You either: (a) Tried to IOPEN a non-ISAM file, or (b) Tried to do an ISAM operation on a file you OPENED, instead of IOPENED.
147	93	Requested record not found. You tried to IREAD, and no record has the key value you specified.
148	94	Duplicate key. You can't IWRITE a record having the same key value as one already in the file.
150	96	End of file. You either IWROTE or INEXT-ed the last record.
151	97	Wrong length record. Should be an I/O FORMAT ERROR. You tried to IWRITE, IREWRITE, IREAD or INEXT a record longer or shorter (depending on the operation) that you had allocated variable space for.
152	98	Wrong length key. Except for an IREAD, your key must be exactly the same size as you've declared.
153	99	File locked by another terminal.

Table 9-2 (Continued)

DEC	HEX	
154	9A	Record not locked. You tried to IDELETE or IREWRITE a record without IREADing or INEXTing it and locking it first.
155	9B	LFN already in use. When you open an ISAM file, you need two LFNs. The first (i.e., n) you specify. ISAM also uses the next (i.e., n+1).
156	9C	No file. Your index, data or both files are not on the diskette specified.
157	9D	File is write-protected. IOPEN with write attempted.
158	9E	LFN error. You tried to open a file with an LFN of 0 or 255 or .606E+13 etc.
160	A0	Undefined function code. DBASIC or ISAM error.
161	A1	Parameter error. Check your request.
162	A2	Diskette read/write error. Just like a 104.
163	A3	File busy. Found in multi-user systems.
164	A4	ISAM file already open.